



Division of Correction

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Title: DOC Guidelines for Developing Policy, Procedures and Publications	Directive Number: DOC.001.0002
Related MD Statute/Regulations: (1) Correctional Services Article, §§3-205 and 3-207, 3-211(a)(b)(3), 3-507 – 3-510, ACM (2) Education Article, §23-303, ACM (3) Maryland Public Information Act Manual (11 th Edition) (October 2008)	Supersedes: DOC.001.0002, Division of Correction Publications, dated March 1, 2006.
Related ACA Standards: ACA Standards 4-4004, 4-4012, 4-4013, 4-4014	Authorized By: Assistant Commissioner, Administrative Services
Related MCCS Standards: MCCS Standard .08D	Issue Date: December 15, 2010
Related DOC or Departmental Directive: (1) DPSCS.020.0012, Policy and Procedure Directive Development and Implementation (2) DPSCS Guidelines for Developing Policy and Procedure Directives (3) DPSCS 110.0004, Posts and Post Orders (4) DOC.001.0001 Table of Contents for Publications, (5) DOC.001.0008, Inmate Handbook (6) DOC.001.0009, Inmate Newsletters (7) DOC.020.0001, Forms Management (8) DOC. 020.0014; Records Retention and Disposal (10) DOC.060.0004, Annual Report (11) DOC.075.0003, Photocopying Fees (12) DOC.150.0001, MCE Mission, Organization and Objectives	Effective Date: December 15, 2010
Related DOC Code of Maryland Regulations:	Number of Pages: 6

Division of Correction Directive

.01 Purpose.

This directive establishes a standardized process for developing, disseminating and reviewing Division of Correction and facility policy, procedure and publications.

.02 Scope.

This directive applies to:

- A. Division of Correction (DOC) Headquarters;
- B. Each DOC correctional facility, unit or operation; and
- C. The Maryland Correctional Enterprises.

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.03 Policy.

- A. The Office of Policy Development, Analysis and Management (OPDAM) shall develop, maintain and utilize a system of publications to communicate policy and procedural information to:
 - (1) Staff;
 - (2) The public; and
 - (3) Inmates.
- B. The OPDAM shall ensure DOC directives and manuals:
 - (1) Remain consistent with:
 - (a) Statute;
 - (b) Case Law;
 - (c) Regulations; and
 - (d) Departmental policy and procedures.
 - (2) Incorporate policy and procedure to increase safety and security within each DOC correctional facility;
 - (3) Incorporate best correctional practices;
 - (4) Contain policy, procedure and forms to ensure uniformed application throughout the DOC; and
 - (5) Contain a Policy Management Audit form, Appendix 1 and Policy Management Compliance form, Appendix 2.
- C. The OPDAM shall ensure:
 - (1) An evaluation of the effectiveness of new policy and procedure occurs, before converting to an official agency directive with long term application;
 - (2) Absent exceptional circumstances, that policy and procedure is included, and cited in directives and manuals to comply with American Correctional Standards (ACA) and Maryland Commission on Correctional Standards (MCCS);
 - (3) Correctional staff receives and signs for custody and security policy and procedure publications within 21 days of issuance;

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- (4) A quarterly or yearly review schedule is developed, followed and documented for the annual review of DOC and facility policy and procedure publications to ensure each publication remains current and applicable (MCCS .08D);
- (5) No more than 3 change notices are issued to a policy or procedure publication during a calendar year;
- (6) Departments, units, the field, community agencies collaborate to research, develop, review and identify implementation problems with policy publications (ACA 4-4004, 4-4005);
- (7) When time permits, end users participate in the development of policy and procedural publications (ACA 4-0004);
- (8) Centralization of facility directives and publications occurs on the headquarters “X” or facility “R” drive, with security provisions to maintain the integrity of the publication;
- (9) Facility directives, manuals and publications:
 - (a) Exclude policy statements, definitions and procedure included in the DPSCS or DOC governing publication;
 - (b) Incorporate only the essential procedure to carry out DPSCS or DOC directives; and
 - (c) Comply with the [DOC Guidelines for Developing Policy and Procedure Directives and Publications Manual](#) to include establishing a uniformed:
 - (i) Style;
 - (ii) Format;
 - (iii) Numbering System;
 - (iv) Distribution process;
 - (v) Process for maintaining publications;
 - (vi) Process for reviewing policy and procedure publications; and
 - (vii) Process for the retention of publications.
- (10) Facility policy and audit coordinators receive on-going formal and informal training and guidance to carry out the job functions within 2 months of assignment to the position;
- (11) Consistency exists with form use in each DOC correctional facility and operation (DOC.020.0001);
- (12) Timely responses occur to Public Information Act (PIA) requests for DOC or correctional facility publications (Maryland Public Information Act Manual, 11th Edition, October 2008);

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- (13) Reference manuals, containing publications with “L” distribution, are available for staff and the public to review and are reviewed annually (ACA 4-4012);
- (14) Standard operating procedure manuals for staff, specify how policies are to be implemented, maintained, and annually reviewed (ACA 4-4013); and
- (15) Staff, volunteers and inmates receive policy and procedure prior to implementation, when appropriate and time permits (ACA 4-4014).

D. The OPDAM and each facility audit department shall:

- (1) Reissue, with a new effective date, publications over 10 years old; and
- (2) Maintain publications, MCCS and other audit reports and history files in accordance with the DOC retention schedule (DOC.020.0014).

.04 Definitions.

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

B. Terms Defined.

None.

.05 Responsibility.

A. Authorized publications of the Division of Correction include DOC:

- (1) Directives;
- (2) Manuals;
- (3) Directive and manual change notices and rescissions;
- (4) DCIBS;
- (5) Annual Reports;
- (6) Inmate Handbook;
- (7) Newsletter;
- (8) Special Reports;
- (9) Code of Maryland Regulations;

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- (10) Post Order Addendums; and
- (11) Memorandums of Understanding.
- B. The authorized publications listed in §.05.A(1)-(9), shall be approved by the Commissioner or, in the absence of the Commissioner, the designated Acting Commissioner.
- C. The director, OPDAM shall issue and maintain the original signed authorized publication.
- D. The director, OPDAM shall:
 - (1) Maintain a copy of the MCCA audit report for each correctional facility;
 - (2) Test the effectiveness of a new policy or procedure, by issuing an Emergency Directive.
 - (a) An emergency directive serves as a pilot of policy and procedure; and
 - (b) An emergency directive shall be implemented in the field for a maximum of six months before being evaluated, modified and converted to an agency directive or manual.
- E. Authorized facility publications include.
 - (1) Institutional directives;
 - (2) Facility Post Order Addendums;
 - (3) Pre-Release Unit directives;
 - (4) Institutional Manuals;
 - (5) Institutional Information Bulletins;
 - (6) Inmate Newsletter;
 - (7) Facility Inmate Handbook Addendum; and
 - (8) Standard Operating Procedure Manuals.
- F. The facility policy or audit coordinator shall:
 - (1) Maintain the publication listed in §.05.E.(1)-(8); and
 - (2) Maintain the original report for each audit conducted at the facility to include:
 - (a) MCCA;
 - (b) Legislative;

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- (c) ACA;
- (d) Grand Jury;
- (e) Program Review Audit (PART);
- (f) State Employee Risk Management Agency (SERMA); and
- (g) Environmental or other types of audits.

- G. The authorized publications listed in §.05.E(1) - (8) shall be approved by the managing official, in the absence of the managing official, the designated acting managing official.
- H. This directive authorizes the development of the [*DOC Guidelines for Developing Policy and Procedure Directives and Publications Manual: EmD.DOC.001.0003.*](#)
- I. The director, OPDAM shall ensure specific responsibilities and detailed procedures to implement this directive are incorporated in the manual.
- J. An institutional directive is not allowed.

.06 Attachment(s).

None.

.07 History.

This directive supersedes DOC.001.0002, Division of Correction Publications, dated March 1, 2006.

.08 Distribution:

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