
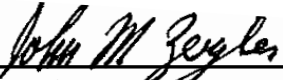
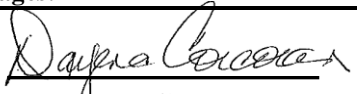


Facility Directive



Title: Division of Correction Annual Report	Facility Directive Number: DOC.060.0004 REVISED
Related MD Statute/Regulations: Correctional Services Article, Title 3, Subtitle 2, §§3-207, and 3-212; and Subtitle 5, 3-509, Annotated Code of Maryland	Supersedes: DOC. 060.0004, dated December 18, 2010
Related ACA Standards: 4-4001	Responsible Authority:  Deputy Commissioner of Correction
Related MCCS Standards: N/A	Effective Date: March 6, 2017 Number of Pages: 4


J. Michael Ziegler
Deputy Secretary
for Operations


Dayna Corcoran
Commissioner
of Correction

.01 Purpose.

This directive continues policy and procedure for the Division of Correction (Division), Division correctional facilities, and Maryland Correctional Enterprises (MCE) to prepare and submit an annual report in accordance with provisions established under Correctional Services Article, Title 3, Subtitle 2, §§3-207 and 3-212; and Subtitle 5, §3-509, Annotated Code of Maryland.

.02 Scope.

This directive applies to each Department of Public Safety and Correctional Services, Division of Correction correctional facility and Maryland Correctional Enterprises (MCE).

.03 Policy.

- A. The Commissioner of Correction (Commissioner) shall ensure that each correctional facility managing official and the Chief Executive Officer (CEO) of MCE submit an annual report for the respective facility as required by statute.
- B. The Commissioner shall ensure that the information submitted by each managing official and the CEO is prepared and submitted to the Office of the Secretary for transmittal to the Office of the Governor as required by statute.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms defined.
 - (1) “Correctional facility” has the meaning stated under Correctional Services Article, §1-101, Annotated Code of Maryland.
 - (2) Data.

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- (a) “Data” means aggregate information concerning the Department or a unit of the Department that is related to or may be interpreted as being related to management, analysis, and performance of operational and administrative responsibilities.
- (b) “Data” does not include items such as an individual file, procedural directive, records or figures routinely available to the public or under the Public Information Act.
- (3) “Managing official” has the meaning stated under Correctional Services Article, §1-101, Annotated Code of Maryland.

.05 Responsibility.

- A. On or before September 1st of each calendar year a managing official, or a designee, and the CEO, MCE shall submit an annual report for the preceding fiscal year (July 1st through June 30th) to the Commissioner.
- B. With the advent of the Offender Case Management System and centralized financial operations a managing official is no longer required to compile and submit as part of the annual report process the following data:
 - (1) Budget and Financial information including:
 - (a) Expenses;
 - (b) Receipts;
 - (c) Disbursements;
 - (d) Operating costs;
 - (e) Staffing; and other related financial information available in the Department of Budget and Management’s *Maryland Operating Budget Book*;
 - (2) Description and facility characteristics that is available in the Department of Budget and Management’s *Maryland Operating Budget Book*; and
 - (3) Inmate population characteristics now available from OCMS.
- C. The CEO, MCE will continue to report financial information that is not characteristically part of a correctional facility operation and not available from the *Maryland Operating Budget Book*.
- D. A managing official, or a designee, and the CEO, MCE shall include in the required annual report:
 - (1) An executive summary highlighting the following administrative and operational activities that are not included in the *Maryland Operating Budget Book*:
 - (a) Facility condition;

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- (b) Progress towards facility goals and objectives;
 - (c) Significant accomplishments;
 - (d) Programs and services; and
 - (e) Other noteworthy information.
- (2) A signed statement verifying the accuracy of the information contained in the annual report.
- E. Upon receipt of annual reports from the managing officials and the CEO, the Commissioner shall:
- (1) Review each annual report;
 - (2) Sign each annual report verifying the content of the report; and
 - (3) On or before October 1st of the same year submit the facility and MCE annual reports to the Executive Director, Communications Office (Executive Director).
- F. Upon receipt of annual reports from the Commissioner, the Executive Director, or a designee, shall:
- (1) Review the reports;
 - (2) Assimilate information from the *Maryland Operating Budget Book* and inmate characteristics from OCMS available from the Office of Grants, Policy and Statistics;
 - (3) Compile the information in a format that satisfies the statutory content requirements for the Division's annual reporting; and
 - (4) On or before October 31st submit the annual report to the:
 - (a) Secretary;
 - (b) Office of the Governor; and
 - (c) For the MCE annual report only, Secretary, Department of Budget and Management (DBM).

.06 Attachments/Links.

There are no attachments or links to this directive.

.07 History.

A. This directive replaces DOC.060.0004, dated December 18, 2010 and supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

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.08 Correctional Facility Distribution Code.

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