

STATE OF MARYLAND

**Department of Public Safety
and Correctional Services**



PATUXENT INSTITUTION

DIRECTIVE

PID # 1 - 2

DATE: 7/1/2002

SUBJECT: Publications

TITLE: General Policy

- I. REFERENCE: Maryland Commission on Correctional Standards .08 D.
- II. APPLICABLE TO: All Departments
- III. PURPOSE: To establish and maintain a viable system of written communication within the Institution.
- IV. DEFINITIONS: None
- V. POLICY AND PROCEDURE:
 1. Official publications of the Institution will be limited to the following:
 - a. Patuxent Institution Directives (PID)

Institutional policies and procedures of a general and long-term nature and application will be published as PID. See PID 1-3 for publication procedures for PID's.
 - b. Patuxent Institution Bulletins (PIB)

Information provided to keep departments and employees advised of activities, reports, duty schedules, personnel assignments, activity location changes, telephone changes, etc. will be published as PIB. See PID 1-4 for publication procedures for PIB.
 - c. Patuxent Institution Manuals (PIM)

Detailed information of long-term nature and for a specific group, department, or element of the Institution will be published as PIM. See PID 1-5 for publication procedures for PIM.
 - d. Patuxent Inmate Information Bulletin (PIIB)

Information provided to the inmate population to advise them of changes in policies, procedures, or other formal actions.

2. Departments within the Institution will be limited to the following:
 - a. Department Procedures

Establishing policy and procedures to supplement or implement PID. For example: published as: Psychology Procedure #____. Format to follow PID and numbering to follow the major functional categories of PID.
 - b. Standard Operating Procedures (SOP)

Establishing routine procedures for a specific function, generally corresponding to PID's or PIM's. To be numbered, titled, and dated.
 - c. Post Orders

Specific instructions for operation of a correctional duty assignment. Post identification must be clearly indicated in title and must be dated. Only one Post Order for each established post.
 - d. Departmental Bulletin

Information provided to keep members of Department advised of activities, reports, duty schedules, etc.
 3. Publications listed under Sections 1. a-c above will be published only by the Director. Recommendations for addition, deletion, etc. of established publications, or for publication of new material must be submitted in writing to the Director.
 4. Publications listed under Section 1. d. may be published by either the Director, Warden, or Associate Director for Behavioral Sciences.
 5. Publications listed under Section 2 a., b., and c. above will be published only by the Department Head, and only after approval of the Warden or appropriate Associate Director.
 6. Copies of all Department publications will be forwarded to the Director, Warden, and Associate Directors as part of any distribution after approval.
- VI. RESCINDS: PID 1-2 dated 4/1/1998



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Director

Distribution: A
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