

STATE OF MARYLAND

**Department of Public Safety
and Correctional Services**



PATUXENT INSTITUTION

Directive

PID # 1-3

DATE: 6/1/2008

SUBJECT: Publications

TITLE: Patuxent Institution Directives

- I. REFERENCE: Maryland Commission on Correctional Standards .08 D.
- II. APPLICABLE TO: All Departments
- III. PURPOSE: To establish guidelines for the development, publication, annual review, and use of Patuxent Institution Directives.
- IV. DEFINITIONS: PID - Patuxent Institution Directive
- V. POLICY:

Patuxent Institution recognizes the importance of establishing and maintaining written policy and procedure in order to continue the effective administration and operation of the facility. Directives are applicable to ordinary circumstances in the administration and operation of the Institution and the various departments thereof. When circumstances or situations of an emergency nature arise, the best judgment of the employee, compatible with the situation, shall be exercised.
- VI. PROCEDURES:
 - A. Institutional policies and procedures of a general and long-term nature and application are published as Patuxent Institution Directives.
 - B. The Warden, Associate Directors, Department Heads and their staff are responsible for compliance with PIDs. Departmental Procedures may be published as necessary to implement PIDs.
 - C. The Director's Executive Assistant is responsible for the monitoring and control and also the finalization and issuance of PIDs, while the Warden, Associate Directors and Department Heads are responsible for the development, revision, and annual review of PIDs.
 - D. PID Development
 1. The format for PIDs is as outlined in Appendix 2 of this Directive. The PIDs are numbered as shown in the Index - PID 1-1.

2. Department Heads are responsible for developing PIDs or PID Change Notices that are required to ensure efficient and effective operations within their area. The initial draft PID shall be submitted to the Warden or appropriate Associate Director for review who shall then forward the draft PID to the Director's Executive Assistant.
3. The Director's Executive Assistant shall coordinate with the Warden/Associate Director to ensure that the draft PID meets all criteria outlined in applicable laws and COMAR.
4. Once the PID is finalized by the Director's Executive Assistant, the PID is then submitted to the Director for signature.
5. PIDs remain in effect until they are rescinded or superseded.

E. Distribution

1. The Director's Executive Assistant shall distribute PIDs to recipients in accordance with PID 1-6 regarding distribution.
2. Department Heads are responsible for sharing the material contained in PIDs with the staff in their respective departments. Department Heads shall be provided with loose leaf books and maintain PIDs in appropriate order.

F. PID Revisions

Upon notification that a PID needs revision, the Director's Executive Assistant shall review the recommended changes, recommend approval and signature by the Director, or schedule a meeting with appropriate staff to discuss and finalize the recommendations.

G. PID Change Notice

Changes made to PIDs that do not require complete revision of the PID, shall be promulgated in the form of a PID Change Notice and be issued in the format shown in Appendix 2, in accordance with the following:

1. The information in the heading shall be as it appears on the original PID. (PID number, date of original PID, subject, and title).
2. PID Change Notices shall be numbered consecutively by calendar year.
3. The effective date of the Change Notice shall be the date the change becomes effective.
4. "Change #___ to this PID" refers to a consecutive number of any changes made to one specific PID since its date of issue.
5. Changes shall be placed in front of the correct PID and either pages replaced or the appropriate area marked in the original document to see PID Change Notice #___.
6. The Director's Executive Assistant shall maintain a list of all PID Change Notices issued.

H. PID Rescission

Upon notification that a PID should be rescinded, the Director shall approve the rescission for publication or schedule a meeting with appropriate staff to discuss and finalize the recommendation.


1. When a PID is issued replacing a previously issued PID, it is noted in the last section of the PID entitled: Rescind. It is necessary that the recipient of the PID review this section closely, replace the previous PID with the new, note any rescission of other PIDs or forms, and make the required changes.
2. A PID rescission notice shall be used to rescind a PID where no replacement is being issued.
3. When a PID is rescinded and not replaced, that number may be used at a future date for a PID of another title.

I. Annual Review

1. The Director, Warden, and Associate Directors are responsible for the annual review of PIDs.
2. An Annual Review schedule noting series, number, topical content, and accountable individual is attached as Appendix 1.
3. The Warden/Associate Directors shall ensure that individual PID reviews are initiated in sufficient time to identify the required revisions in accordance with the annual review schedule.
4. By the end of the specified month, the Warden/Associate Director shall advise the Director's Executive Assistant in writing (Appendix 3) that one of the following actions is being taken for each PID in each series:
 - a. The PIDs statement and procedure are current and no changes are required.
 - b. The PID needs revision. Along with this notification should be written recommendations for changes to bring the PIDs policy statement and procedure in line with current standards and practices.
 - c. The PID should be rescinded and rationale for the rescission.

VII. ATTACHMENT: Appendix 1 - Schedule and Responsibility Chart for Annual PID Review
 Appendix 2 - PID Change Notice
 Appendix 3 - Annual Audit/Review Form

VIII. RESCIND: PID 1-3 dated 9/1/2000



 Randall S. Nero, Ph.D.
 Director

Distribution: A
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SCHEDULE AND RESPONSIBILITY CHART FOR ANNUAL PID REVIEW

<u>JULY</u>	DIRECTOR	<ul style="list-style-type: none"> Series 1 Publications Series 20 General Administration Series 40 Accounting & Budget Series 50 Personnel Series 60 Public Relations Series 135 Education and Vocational Services Series 200 Commitment and Records Series 245 Inmate Finances
<u>AUGUST</u>	WARDEN	<ul style="list-style-type: none"> Series 30 Employee Training & Development Series 70 Engineering & Maintenance Series 80 Safety and Sanitation Series 105 Inmate Disciplinary Procedures Series 110 Custody and Security Series 115 Correctional Personnel Series 140 Religious Activities Series 145 Recreational Services Series 160 Dietary Services Series 170 Community and Volunteer Services Series 185 Inmates Series 195 Visitors Series 220 Inmate Property and Clothing Series 230 Inmate Transfers Series 250 Inmate Mail Series 270 Inmate Injury or Death
<u>SEPTEMBER</u>	BEHAVIORAL SCIENCES ASSOCIATE DIRECTOR	<ul style="list-style-type: none"> Series 35 Data Processing & Management Info Series 85 Prescreening & Evaluation Series 90 Research Series 95 Progress Review Series 100 Treatment Unit Series 240 Institutional Board of Review Series 295 Re-Entry Facility
<u>OCTOBER</u>	PSYCHIATRY ASSOCIATE DIRECTOR	<ul style="list-style-type: none"> Series 120 Health Services Series 155 Pre-Release Programs

Revised 9/1/2000

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PID CHANGE NOTICE _____

EFFECTIVE DATE _____

CHANGE #___ TO THIS DIRECTIVE