

STATE OF MARYLAND

**Department of Public Safety
and Correctional Services**

PATUXENT INSTITUTION

Directive



PID # 1-5

DATE: 7/1/2002

SUBJECT: Publications

TITLE: Patuxent Institution Manuals

- I. REFERENCE: PID 1-2
Maryland Commission on Correctional Standards H-4.
- II. APPLICABLE TO: All Departments
- III. PURPOSE: To establish guidelines for the development, publication, and use of Patuxent Institution Manuals (PIM).
- IV. DEFINITIONS: None
- V. PROCEDURE:
 1. Detailed information, procedures, and guidance of a long-term nature for the implementation of regulations by a specific group or element of the Institution will be published as Patuxent Institution Manuals (PIM's).
 2. PIM's will be titled, dated, and numbered. The PIM number will have the same series number as the appropriate PID number plus a sequence number.
 3. The format for PIM's will be as follows:
 - Cover - Title, date, and number
 - Forward - signed by the Director
 - Contents - By Chapter or Subject
 - Chapters - as necessary
 - Distribution
 4. PIM's will be approved and signed by the Director.
 5. Distribution will be in accordance with distribution formula in PID 1-8.
 6. Associate Directors are responsible for developing appropriate PIM's as necessary for the operation of the various departments under their control and for functional areas for which they are responsible.
 7. Department Heads are responsible for distribution within their respective departments and for the maintenance of copies of all PIM's in their respective reference files.

8. Wherever possible, PIM's will be constructed in loose-leaf form. Changes will be published as replacement pages whenever possible. Where replacement pages are not practical, the entire section shall be reprinted with the changes incorporated. Such changes will be attached to the index of the PIM with the changes posted in the revised sections.
 9. Inquiries concerning Manual content, corrections, or distribution will be sent to the Office of the Director.
 10. All PIM's will be reviewed once a year and updated where necessary.
 11. PIM's are intended to provide administrative detail for functions of the Institution. They are not intended to confer any enforceable right to any inmate for noncompliance.
 12. Department are encouraged to utilize PIM's as an alternative to placing technical detail in PID's.
- VI. RESCIND: PID 1-5 dated 10/1/1991



Randall S. Nero, Ph.D.
Director

Distribution: A