

STATE OF MARYLAND

Department of Public Safety
and Correctional Services



PATUXENT INSTITUTION

Directive

PID # 1-6

DATE: 9/1/2001

SUBJECT: Publications

TITLE: Distribution

- I. REFERENCE: PID 1-2
- II. APPLICABLE TO: All publications
- III. PURPOSE: To establish the distribution of Patuxent Institution Directives and Information Bulletins.
- IV. POLICY:
 - A. Patuxent Institution routinely distributes Directives and Information Bulletins to employees, other agencies, and organizations on a need to know basis.
 - B. Publications are made available to inmates through distribution to the inmate library, except where the Director expressly determines that a publication shall be restricted from inmate access.
- V. PROCEDURE:
 - A. Distribution of publications is indicated by one of more of the following:
 1. Distribution A - One copy of the document to each of the following:

Patuxent Institution:
Director
Warden/Assistant Warden
Security Chief
Administrative Major
Shift Commanders
Captain's Office
Maintenance Department
Dietary Department
Commissary Department
Re-Entry Facility Custody Office
Standards Coordinator
DOC Case Management Office (100 Series only)
Associate Director - Behavioral Sciences
Research & Grants Department
Management Information Systems
Training Department
Records Department
Personnel Department
Accounting Department

Associate Director - Psychiatry
Remediation Units
Patuxent Board of Review - 245 Series PID's

Others:

DPSCS Secretary
DPSCS Assistant Attorney General
DPSCS Office of the Inspector General
DPSCS Maryland Commission on Correctional Standards
DPSCS Personnel (No PIB's) Only 50 Series PID's
Division of Correction - Policy Review and Publications
State of Maryland Office of the Attorney General
Prisoner Rights Information System of Maryland (PRISM) (No PIB's)

2. Distribution B - One copy for each Patuxent Institution employee.
3. Distribution C - One copy to each Patuxent Institution Correctional Officer, Correctional Dietary Officer, Correctional Maintenance Officer. NOTE: Distribution C is not to be used in conjunction with Distribution B.
4. Distribution L - One information copy for the Patuxent Institution Inmate Library. Inmates may have access to PID's but are not permitted to have PID's in their possession.
5. Distribution S - Special distribution, to be indicated on document.

B. The Management Analysis and Audits Coordinator shall assure that copies of publications are distributed in accordance with this Directive.

V. RESCIND: PID 1-6 dated 9/1/2000



Randall S. Nero, Ph.D.
Director

Distribution: A