



Patuxent Institution  
Directive

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Approved By:  
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Director

<b>Title:</b> Safety Hotline	<b>Directive Number:</b> PATX.020-0001A
<b>Related MD Statute/Regulations:</b>	<b>Supersedes:</b> PID #20-1A, dated January 1, 2007
<b>Related ACA Standards:</b>	<b>Authorized By:</b> Director of Patuxent Institution
<b>Related MCCS Standards:</b>	<b>Effective Date:</b> July 11, 2014 <b>Number of Pages:</b> 2

#### **.01 Purpose.**

To establish policy and procedure for the implementation of a Safety Hotline to allow employees to report unsafe practices/conditions.

#### **.02 Scope.**

Patuxent Institution

#### **.03 Policy.**

It is the policy of Patuxent Institution to ensure that all Patuxent Institution employees feel safe and secure while working in at this facility.

#### **.04 Definitions.**

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

None

#### **.05 Responsibility.**

A. The Director of Patuxent Institution or designee shall ensure that all staff understands the importance of their role in their facility's safety and security through:

- (1) Training;
- (2) Communication;
- (3) Newsletters; and
- (4) Meetings.

B. The Director or designee shall encourage all staff to communicate their issues about the facility's safety and security through:

- (1) Following the chain of command; or
- (2) The Risk Management Team.

C. Once the safety and security issue(s) is reported, the Director or designee shall:

- (1) Immediately investigate the issue(s);
- (2) Take corrective action and/or develop a plan of response; and
- (3) Communicate the finding and action taken with the reporting staff and the appropriate administrative staff, within five working days.

E. If staff believes the administration of their facility is not responsive to their security and safety issues, or if staff wishes to remain anonymous in reporting the issues, staff should call the dedicated Safety Line number, which is **410-585-3288**.

**.06 Attachments/Links.**

None.

**.07 History.**

A. Rescinds PID 20-1A dated January 1, 2007.

B. This Directive supersedes provisions of any other prior existing Agency communication with which it may conflict.

**.08 Distribution.**

A  
S – Employee Bulletin Boards