

STATE OF MARYLAND

**Department of Public Safety
and Correctional Services**



PATUXENT INSTITUTION

Directive

PID # 20-7

DATE: 10/1/2004

SUBJECT: General Administration

Title: Requests for Information

- I. REFERENCE: COMAR 12.12, MCCS .08 A
- II. APPLICABLE TO: Patuxent Institution
- III. PURPOSE: Procedure for handling requests for information.
- IV. POLICY AND PROCEDURE:
 - A. Any requests for information, whether written or oral, received from criminal justice agencies; federal, state, or local legislative and executive bodies; news media; general public; or any other interested party must be forwarded to the Patuxent Institution Public Information Officer.
 - B. Under no circumstances should information regarding inmates be given out, especially the inmate's sentence or custody status.
- V. RESCIND: PID 20-7 dated 9/1/2000

A handwritten signature in black ink that reads 'Randall S. Nero, Ph.D.' The signature is written in a cursive style.

Randall S. Nero, Ph.D.
Director

Distribution: A