

STATE OF MARYLAND

**Department of Public Safety
and Correctional Services**



PATUXENT INSTITUTION

Directive

PID # 20-9

DATE: 2/1/2008

SUBJECT: General Administration

Title: Document Control Program

- I. REFERENCE: All Patuxent Institution public
Maryland Commission on Correctional Standards
- II. APPLICABLE TO: Patuxent Institution
- III. PURPOSE: To establish and clarify the function of the Document Control Program.
- IV. DEFINITIONS:
 - A. Director means the Director of the Patuxent Institution.
 - B. Coordinator means the Coordinator of the Document Control Program.

V. POLICY

The primary responsibility of the Document Control program is to determine compliance with organizational policies and procedures as they relate to the promulgation, dissemination, and review of regulations, department directives, and formal internal communications. The purposes of the Document Control program are as follows:

- A. To manage the development and issuance of all Patuxent Institution Directives (PID's), Patuxent Institution Bulletins (PIB's), Patuxent Institution Manuals (PIM's), ensuring consistent style and format, timely development, and annual review.
- B. To ensure that all material is reviewed in a timely manner for operations consistency with legally mandated procedures.
- C. To conform with the State forms management law and centrally control the issue of any form used by Patuxent Institution.
- D. To ensure that the regulations applicable to the Patuxent Institution and the formal internal communications (PID's, PIB's, and PIM's) are consistent with the law, the standards of the Maryland Commission on Correctional Standards, and Departmental Directives.
- E. To ensure that formal Patuxent internal communications (PID's, PIB's, and PIM's) are internally consistent and consistent with each other, as well as being clear and understandable.

VI. PROCEDURE:

A. Patuxent Institution Publications


1. The Coordinator shall be responsible for the development, printing, promulgation, annual review, and modification of the following publications in accordance with applicable PID's and in conjunction with the Associate Directors and Department Heads:
 - a. Patuxent Institution Directives (PID's)
 - b. Patuxent Institution Bulletins (PIB's)
 - c. Patuxent Institution Manuals (PIM's)
2. The Coordinator shall:
 - a. Update the index to the PID's annually.
 - b. Maintain one copy of all institutional publications.
 - c. Maintain history files for all Institutional publications.

B. Forms

1. The Coordinator shall be responsible for the development, printing, promulgation, annual review, and modification of any form utilized within the Patuxent Institution.
2. The Coordinator shall ensure compliance with any Department directives relating to the promulgation of forms for use within the Department of Public Safety and Correctional Services.
3. To the extent possible, the Coordinator shall attempt to maintain uniformity with the Division of Correction in conjunction with the content and design of forms utilized for similar purposes.

VII. APPENDIX A: PI Form 264 – Annual Audit/Review.

VIII. RESCIND: PID 20-9, dated 7/1/2002


Randall S. Nero, Ph.D.
Director

Distribution: A

PATUXENT INSTITUTION Annual Review of Publications

Item Number (PID, PIB, Post Order, or other publication)	Effective Date of Current Publication	Date of Review	Changes Needed or Other Comments	Results (Changes made and date)

Reviewed by: _____ Date: _____

Department: _____