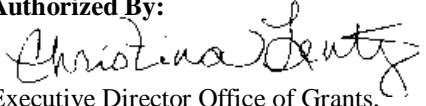
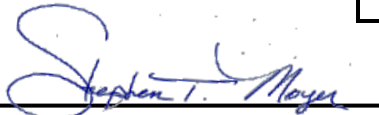


Executive Directive



Title: Policy and Procedure Document Development	Executive Directive Number: ADM.020.0012
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland COMAR 12.14.03.09D, 12.14.04.08D, 12.14.05.08D	Supersedes: OSPS.020.0012, dated: June 26, 2015
Related ACA Standards: 2-CO-1A-05; 2-CO-1A-07; 2-CO-1A-17; 4-4004; 4-4013; 4-4014; 4-ALDF-7D-06 – 08; 1CORE-7D-01	Authorized By:  Executive Director Office of Grants, Policy and Statistics (GPS)
Related MCCS Standards: N/A	Effective Date: April 15, 2016 Number of Pages: 2



Stephen T. Moyer
Secretary



William G. Stewart
Deputy Secretary
for Administration

.01 Purpose.

This directive continues the existing policy used by the Department of Public Safety and Correctional Services (Department) for developing policy and procedure directives.

.02 Scope.

This directive applies to all administrative and operational units of the Department.

.03 Policy.

- A. The Department shall develop and maintain current policy and procedure directives necessary to effectively communicate, assign, and perform administrative and operational responsibilities.
- B. Procedures for implementing this policy are included in the *Guidelines for Developing Policy and Procedure Documents* (Guidelines), authorized by this directive.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.
 - (1) “Executive Directive” means a document authorized by a member of the Secretary’s Executive Staff that affects:
 - (a) One or more, or all of the administrative or operational units subordinate to that Secretary’s Executive Staff member; or
 - (b) A function for which the Executive Staff member has staff responsibility.
 - (2) “Facility Directive” means a document that establishes policy or procedure for one or more units or facilities that is authorized by the supervisor of a unit’s or facility’s managing official and approved by the head of the unit or facility who supervises the authorizing managing official.

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- (3) “Responsible Authority” means the individual, identified in the header block of a directive, who is to ensure compliance with and maintenance of the directive.
- (4) “Secretary’s Directive” means a document approved by the Secretary that communicates policy or procedure that applies to the Department or more than one, or all of the units reporting to members of the Secretary’s Executive staff.
- (5) “Unit” means a group of employees identified in the Department’s table of organization to perform specific administrative or operational responsibilities that is established by statute or under the authority of the Secretary.

.05 Responsibility.

A. The individual authorizing a directive (responsible authority):

- (1) Is responsible for the content of the directive; and
- (2) Shall ensure that a directive is developed and maintained according to requirements established in the *Guidelines*.

B. The Office of Grants, Policy, and Statistics (GPS) is responsible for:

- (1) Overall coordination of the process for developing Secretary’s and Executive Directives to ensure Department-wide consistency and prevent overlapping policy and procedure documents;
- (2) Researching, drafting, disseminating, and maintaining Secretary’s and Executive Directives;
- (3) Posting and maintaining Secretary’s, Executive, and Facility Directives on the Department’s intranet;
- (4) Coordinating scheduled annual reviews of policy and procedures documents to ensure currency;
- (5) If requested, assisting in preparing a Facility Directive and;
- (6) Developing and maintaining procedures for developing and processing policy and procedure documents.

.06 Attachment(s)/Links.

These are no attachment to this directive.

.07 History.

This directive supersedes OSPS.020.0012, dated June 26, 2015 maintaining the Department-wide approach to policy and procedure document development and maintenance.

.08 Correctional Facility Distribution Code.

A

S Individuals responsible for developing and maintaining policy and procedure documents.