Facility Directive

Title: Staff Orientation	**Facility Directive Number:** CREG-030-0008
Related MD Statute/Regulations: MD. Code Ann. State Govt. Section 12-101 (a) (204 Repl. Vol. 2008 Cumm. Supp.); Correctional Services Article §1-101, Annotated Code of Maryland	**Supersedes:** DPDS 030-0008 titled Staff Orientation, issued October 30, 2009
Related ACA Standards: 4-ALDF-7B-05	**Responsible Authority:** Director of Detention Director of Corrections
NCCHC: J-19	
Related MCCS Standards: .01D;.011;.02D;.02F;.05F;.05J;.06B;.07D	**Effective Date:** January 31, 2014 **Number of Pages:** 3

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.01 Purpose

A. This directive establishes written procedure to ensure that staff awareness is completed in a manner which is consistent with the mandates of applicable standards.

B. This directive established responsibility for the completion of staff awareness procedures within CREG Facilities.

C. For purposes of this directive, orientation is for:

(1) CREG Administrative Staff;

(2) Allied Agencies; and

(3) Support Staff.

.02 Scope.

This directive is applicable to the Central Region Facilities' Security, Administrative and Support Staff:

A. Baltimore Central Booking and Intake Center, BCBIC;

B. Baltimore City Detention Center, BCDC;

C. Baltimore City Correctional Center, BCCC;

D. Baltimore Pre-Release Unit, BPRU;

E. Central Maryland Correctional Facility, CMCF;

F. Chesapeake Detention Facility, CDF;

G. Maryland Reception Diagnostic and Classification Center, MRDCC; and

H. Metropolitan Transition Center, MTC.

.03 Policy.

It is the policy of the Central Region Facilities that its Staff shall receive orientation in accordance with:

A. Federal and State Regulations;

B. Applicable CREG Facilities' directives; and

C. Unit publications.

.04 Definitions.

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

B. Terms Defined.

(1) "Managing Official" means as stated in the Correctional Services Article §1-101, Annotated Code of Maryland and includes the:

(a) Jail Administrator;

(b) Assistant Jail Administrator;

(c) Warden;

(d) Assistant Warden; and

(e) Chief of Security.

(2) "Staff" means the same as "State personnel", as defined by MD. Code Ann. State Govt. Section 12-101 (a) (204 Repl. Vol. 2008 Cumm. Supp.) assigned to the Division, that includes, but is not limited to, "a State employee or official who is paid in whole or in

part by the Central Payroll Bureau in the Office of the Controller of the Treasury ... "

It also includes a contractual, temporary and volunteer employee.

(3) "SOP" means Standard Operating Procedure.

.05 Responsibility.

The Jail Administrator shall ensure that:

A. Staff receive orientation as required by applicable standards and that it is documented;

B. A Facility directive or SOP is in place which satisfies applicable standards for which staff would be responsible; and

C. Current directives and SOP's are made accessible to staff.

.06 Attachment(s).

There are no attachments to this directive.

.07 History.

A. This document rescinds DPDS.030.0008 titled Staff Orientation, issued on October 30, 2009.

B. This directive supersedes provisions of existing Central Region Facilities' communication with which it is in conflict.

.08 Distribution.

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