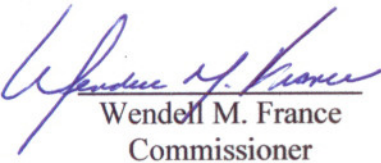




Division of Pretrial
Detention and Services
Directive


Wendell M. France
Commissioner

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| Title: Staff Orientation | Directive Number: DPDS.030.0008 |
| Related MD Statute/Regulations: N/A | Supersedes: DPDS.030.0008 titled Staff Orientation and issued on October 30, 2009 |
| Related ACA Standards: 4-ALDF-7B-05 | Authorized by: Warden |
| Other Related Standards: NCCHC: J-19 MCCS: .01D; .01I; .02D; .02F; .05F; .05J; .06B and .07D | Effective Date: December 31, 2010 Number of Pages: 2 |

.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 all applicable standards.
- B. This directive established responsibility for the completion of staff awareness procedures within all DPDS institutions.
- C. For purposes of this directive, orientation for DPDS administrative staff shall be addressed by the BCDC institutional directive or standard operating procedures.

.02 Scope.

This directive applies to all staff of the Division of Pretrial Detention and Services

.03 Policy.

Staff shall receive orientation to all applicable DPDS, institutional and unit publications.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.

(1) "Staff" means the same as "State personnel", as defined by MD. Code Ann. State Govt. Section 12-101(a) (204 Repl. Vol. 2008 Cum. 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..."

.05 Responsibility.

The Warden shall ensure that for all DPDS, institution and unit publications which are mandated for staff awareness:

- A. Staff receive documented pre and in-service orientation as required by applicable standards;
- B. An institutional directive or standard operating procedure is in place which satisfies all applicable standards; and
- C. Current directives 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 and issued on October 30, 2009.
- B. This directive supersedes provisions of any other prior existing Division communication with which it may be in conflict.