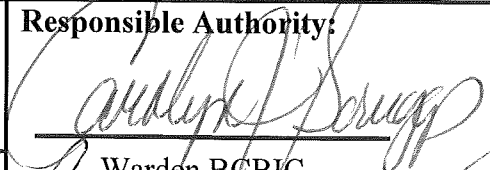
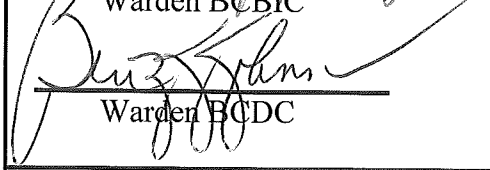


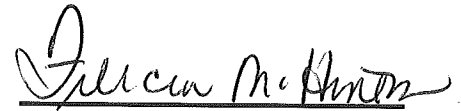
Facility Directive



Title: Processing Writs	Facility Directive Number: DPDS-100-0004
Related MD Statute and Regulations: N/A	Supersedes: PDS 100-0004 titled, Processing Writs, issued on April 18, 2014.
Related ACA Standards: 1-CORE-6A-01; 1-CORE-6A-02; 1-CORE-6A-03	Responsible Authority:  Warden BCBC
Related MCCS Standards: .05C	 Warden BCDC
	Effective Date: April 30, 2015
	Number of Pages: 3



Kevin D. Patten
Acting Commissioner



Felicia M. Hinton
Acting Deputy Commissioner

.01 Purpose.

This directive establishes policy and procedures governing the processing of writs.

.02 Scope.

This directive is applicable to Division of Pretrial Detention and Services which comprises of:

- A. Baltimore Central Booking and Intake Center;
- B. Baltimore City Detention Center; and
- C. Baltimore Pre-Release Unit.

.03 Policy.

It is the policy of the Division of Pretrial Detention and Services that:

- A. Staff ensures the court appearance of inmates in response to writs, regardless of the inmate's current place of confinement.

- B. “The right of inmates to have access to court is ensured” (1-CORE-6A-01).
- C. “Inmate access to counsel is ensured. Such contact includes, but is not limited to:
 - (1) Telephone communications;
 - (2) Uncensored correspondence; and
 - (3) Visits” (1-CORE-6A-02).
- D. “Inmates have access to legal materials” (1-CORE-6A-03).

.04 Definitions.

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

B. Terms Defined.

- (1) “Inmate” means an individual who is actually or constructively detained or confined in a correctional facility.
- (2) “Writ” means a formal written command issued by a judicial officer or governing authority to act or abstain from acting in some way.

.05 Responsibility.

The Director of the Central Records Unit is responsible for developing an annual review Standard Operating Procedures for the processing of writs to include:

A writ addressed to the Division of Pretrial Detention and Services for a DOC inmate, which is received either before or after the court date and provision for:

- (1) Faxing the writ to the Maryland Correctional Transportation Unit:
- (2) Notification to the:
 - (a) Court;
 - (b) Issuing Judge; and
- (3) Document retention.

B. A writ addressed to the Division of Pretrial Detention and Services for a pre-trial inmate and provision for those received:

- (1) After the scheduled court date;
- (2) On that date but too late for transport; and

(3) Before the scheduled court date.

C. A writ addressed to DOC for a pre-trial inmate; and

D. A writ received for an individual who is neither:

(1) Confined; nor

(2) Committed to the:

(a) Division of Corrections; or

(b) Division of Pretrial Detention and Services and provision for:

(i) Notification to the court or issuing Judge; and

(ii) Document retention.

.06 Attachment(s).

There is no attachment to this directive.

.07 History.

A. This directive replaces PDSD 100-4 titled, Processing Writs and issued on April 18, 2014.

B. This directive supersedes provisions of other Division of Pretrial Detention and Services communication with which it becomes in conflict.

.08 Distribution.

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