



Department of Public Safety and Correctional Services

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MEMORANDUM

- STATE OF MARYLAND
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PATUXENT INSTITUTION
MARYLAND COMMISSION ON CORRECTIONAL STANDARDS
CORRECTIONAL TRAINING COMMISSION
MARYLAND PAROLE COMMISSION
CRIMINAL INJURIES COMPENSATION BOARD
EMERGENCY NUMBER SYSTEMS BOARD
SUNDRY CLAIMS BOARD
INMATE GRIEVANCE OFFICE

To: Carroll Parish, Deputy Secretary of Operations
Thru: Regional Executive Director
Thru: Regional Director
From: Warden
Date:
Subject: SAP Request

In accordance with DPSCSD 115-1, I am requesting approval to continue to staff the below listed Special Assignment Posts (SAPs) for the safe, secure and efficient operation of this facility. Each day's use of the SAPs will be evaluated to determine if it must be staffed that day whether or not it will incur overtime. Once approval has been received, a copy will be maintained with the facility staffing plan. This approval is valid for a maximum of six months from the date of the Deputy Secretary's signature.

ENTER DESCRIPTION OF SAP HERE

Table with 2 columns: Shift (DAY SHIFT, EVENING SHIFT, NIGHT SHIFT) and Maximum Number Day Per Week.

Special Assignment Post Approval Request

Approved Disapproved

Comments: _____

Regional Director Date

Approved Disapproved

Comments: _____

Executive Director Date

Approved Disapproved

Comments: _____

Director of Administration Date

Approved Disapproved

Comments: _____

Deputy Secretary of Operations Date
