

Department of Public Safety and Correctional Services



Guidelines for Developing Policy and Procedure Documents

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Table of Contents

.01	Introduction	1
.02	References	2
.03	Definitions	2
.04	Authority to Approve a Directive	4
.05	Policy Coordinator — Responsibilities	4
.06	OPPRS — Responsibilities	4
.07	Department’s Office of the Attorney General — Responsibilities	5
.08	Directive Numbering System	5
.09	Directive Format	5
.10	Initiating a Directive — Preliminary Considerations	11
.11	Revising or Rescinding a Directive	12
.12	Agency Directives	13
.13	Department Directives	15
.14	Emergency Directives	16
.15	Manuals	17
.16	Confidential Directives	18
.17	Bulletins	18
.18	Directive Retention Schedule	18
.19	Annual Review of Directives	19
.20	Appendices	19

.01 Introduction.

- A. The Department of Public Safety and Correctional Services (Department) shall establish a uniform process for developing and reviewing policy and procedure documents that:
 - (1) Ensures consistency with applicable public safety administrative and operational standards; and
 - (2) Provides timely, accurate, and centrally accessible information.
- B. The Secretary of Public Safety and Correctional Services (Secretary) requires that the Department and each unit develop and maintain written policy and procedures necessary to effectively and consistently perform assigned administrative and operational responsibilities.
- C. The Office of Grants, Policy and Statistics (GPS) is responsible for establishing and coordinating a uniform process to develop and maintain Secretary's, Executive, and Facility Directives.
- D. These *Guidelines for Developing Policy and Procedure Documents (Guidelines)*:
 - (1) Intend to establish consistency with applicable standards established by the American Correctional Association (ACA) and Maryland's Commission on Correctional Standards (CCS);
 - (2) Require unit compliance with uniform Department style, format, numbering, development, maintenance, and review standards for policy and procedure documents;
 - (3) Require user participation in the policy and procedure development and review;
 - (4) Authorize centralized electronic access to policy and procedure documents with security provisions for confidential policy and procedure documents;
 - (5) Do not restrict statutory or delegated authority of an executive or managing official to establish policy and procedures for the administrative and operational management of the respective unit;
 - (6) Apply to only:
 - (a) Secretary's Directives;
 - (b) Executive Directives; and
 - (c) Facility Directives; and
 - (7) Encourage that lengthy, detailed operational procedures be published in a manual that:
 - (a) Is authorized by, and makes reference to, a governing directive, statute, or regulation; and

- (b) Except for the preliminary review requirement, follows the same development and review process required for a directive.

.02 References.

- A. Correctional Services Article § 2-103, Annotated Code of Maryland.
- B. Executive Directive, OSPS.020.0012, Policy and Procedure Document Development.
- C. ACA Standards 2-CO-1A-05; 2-CO-1A-07; 2-CO-1A-17; 4-4004; 4-4013; and 4-4014; 4-ALDF-7D-06 — 08; and 1-CORE-7D-01.

.03 Definitions.

- A. In these *Guidelines*, the following terms have the meanings indicated.
- B. Terms defined.
 - (1) “Bulletin” means a locally issued notice or announcement that addresses a specific short-term (30 day maximum) issue within a unit or facility.
 - (2) “Emergency Directive” means a Secretary’s, Executive, or Facility directive issued under exceptional circumstances requiring:
 - (a) Immediate issuance of a new policy or procedure; and
 - (b) In order to expedite implementation, an exception to the standard directive development and review process requirements.
 - (3) “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.
 - (4) “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.
 - (5) “Field Review” means a review of a proposed document from an operational, end-user standpoint, conducted by staff with expertise or familiarity with the specific content of the directive.
 - (6) “Legal sufficiency” means a determination, to the degree possible, by the Department’s Assistant Attorney General, that a directive:

- (a) Complies with federal and State statute and regulation, case law, rules of procedure, consent decrees, court orders, and legally binding agreements; and
 - (b) Is legally defensible, should the content be the subject of a civil, criminal, or administrative proceeding.
- (7) “Managing official” has the meaning stated in Correctional Services Article, §2-101, Annotated Code of Maryland and includes a facility administrator.
- (8) “Manual” means a guide, authorized by a directive, statute, or regulation, which details specific procedures associated with a particular responsibility to ensure consistent performance, output, or outcomes.
- (9) “Memorandum or Memo” has the same meaning as that for bulletin under these *Guidelines*.
- (10) “Policy”
- (a) “Policy” means a principle adopted by the Department or a unit that:
 - (i) Establishes an official position concerning the manner in which an administrative or operational responsibility is conducted; or
 - (ii) Furthers a stated mission or statutory or regulatory responsibility.
 - (b) “Policy” is issued through a directive prepared according to the *Guidelines*.
 - (c) “Policy” is not issued through a bulletin, memorandum, or similar locally-issued document.
- (11) “Procedure” means a description of specific actions required to perform a task or related tasks necessary to implement or comply with a stated policy.
- (12) “Responsible authority” means the individual, identified in the header block of a directive, who is to ensure compliance with and maintenance of the directive.
- (13) “Secretary’s Directive” means a document approved by the Secretary that communicates policy or procedure that applies to the entire Department or more than one, or all of the units reporting to members of the Secretary’s Executive Staff.
- (14) “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.

.04 Authority to Approve a Directive.

- A. Only the Secretary may approve a Secretary's Directive, including a Secretary's Emergency Directive.
- B. Only a member of the Secretary's Executive Staff may authorize an Executive Directive for which unit head subordinate to the Executive Staff member, including an Emergency Executive Directive has oversight.
- C. Only the head of a unit may approve a Facility Directive authorized by a subordinate managing official, including an Emergency Facility Directive.
- D. The type of directive (Secretary's, Executive, and Facility) is determined based on the Department's chain of command.
- E. Each member of the Executive Staff may approve policy and procedure documents necessary to ensure compliance with the Executive Staff member's assigned line and staff administrative or operational functions as established in Secretary's Directive DPSCS.010.0001.

.05 Field Review — Responsibilities.

- A. When contacted to conduct a field review of a proposed directive, the head of a unit, or a designee, shall:
 - (1) Liaison with GPS concerning the review of the proposed directive; and
 - (2) Collect input on the content of the proposed document from personnel familiar with the subject of the directive.
- B. The head of the unit responsible for the field review of a proposed document shall report, in writing, to GPS the results of the field review within the time line established by GPS.
- C. The purpose of the field review is to ensure that policy and procedure documents accurately reflect what is practiced by the end user.

.06 GPS — Responsibilities.

- A. 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 procedures 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) Developing and maintaining procedures for developing and processing policy and procedure documents.

B. If requested, GPS may assist with preparing a Facility Directive.

.07 Department’s Assistant Attorney General — Responsibilities.

A. The Department’s Assistant Attorney General is responsible for:

- (1) Except for an Emergency Directive, reviewing a directive for legal sufficiency; and
- (2) Providing a written decision as to the legal sufficiency of a directive.

B. The Department’s Assistant Attorney General shall complete a request for review for legal sufficiency of a document as soon as possible after the request is made.

.08 Directive Numbering System.

A. A unique number (Appendix A) shall be assigned to each directive that is based on:

- (1) The Department, unit, or facility acronym (Appendix B);
- (2) A program number (Appendix C); and
- (3) Sequence of issuance within the program.

B. An Emergency directive number shall begin with the prefix “EmD” followed by a period and then a number created according to requirements under §.08A of these *Guidelines*.

C. A directive number:

- (1) Is perpetual;
- (2) Shall remain with the directive when the content of the directive is revised or rescinded; and
- (3) May not be re-issued.

.09 Directive Format.

A. Directive Preparation.

- (1) A directive shall be prepared using the appropriate directive format established by these *Guidelines*;

- (2) The directive shall be prepared in Microsoft Word, Times New Roman, font size 12;
 - (3) Before starting a Microsoft Word document:
 - (a) Turn off the “AutoFormat As You Type” option;
 - (b) Turn off the track changes function and do not use that feature when editing the document;
 - (c) Except for attachments, set the top, bottom, left, and right page margins to a minimum of ½ inch;
 - (d) Set “Tabs” to 2;
 - (e) Set line spacing to single spacing; and
 - (f) Set document to left alignment;
 - (4) Do not use a return (Enter key) to end a line except to start a new paragraph;
 - (5) Use only the “Tab” key to indent;
 - (6) Use the style, grammar, and word use standards used to compose COMAR, as documented in the Division of State Documents’ *Style Manual for Maryland Regulations*, of which the basic standards are:
 - (a) Present tense;
 - (b) First person, singular;
 - (c) Active voice;
 - (d) Gender neutral;
 - (e) Consistent use of terms and sentence structure; and
 - (f) Outline format;
 - (7) Except for the first page and attachments, include the page number, centered at the bottom of the page in the “footer”; and
 - (8) Do not use automatic numbering, outlining, or bulleting.
- B. Header Block (Appendix D, E & F). Only the first page of a directive contains a header block that, at a minimum, includes:

- (1) The type of directive (Secretary’s Directive, Executive Directive, or Facility Directive) bold type centered at the top of the first page of a directive.
- (2) **Title.** Indicate, in a few meaningful words, the specific subject of the directive.
- (3) **Directive Number.**
 - (a) Assign a directive number, as described under §.08A of these *Guidelines*, and include the directive number at the top of each subsequent page.
 - (b) If the directive is security sensitive and not to be made available to an inmate or the general public, include “CONFIDENTIAL” in the box directly below the directive number.
 - (c) If the directive is a change notice, include the words “Change Notice” in the box directly below the directive number.
- (4) **Related MD Statute or Regulations.**
 - (a) This box is used to cite enabling legislation, statutory reference, COMAR, Executive Order, or other document that supports authority for issuance or directs or initiates the subject of the directive, or if there is no reference include “N/A”.
 - (b) The format for citations shall follow the applicable requirements in the *Style Manual for Maryland Regulations*.
- (5) **Supersedes.** Include the directive number and date of an existing directive that the proposed directive revises or rescinds, or if there is no directive being revised or rescinded include “N/A”.
- (6) **Related ACA Standards.** Policy and procedures are required to comply with American Correctional Association (ACA) standards, therefore, include the ACA standard citation only for a related standard (for example, 4-4004) or, if there is no applicable ACA standard, include “N/A”.
- (7) **Responsible Authority.** Include the typed title and personal signature of the individual responsible for ensuring compliance with the directive.
- (8) **Related Maryland Commission on Correctional Standards (MCCS).** Include the COMAR citation only for a related MCCS standard, for example COMAR 12.14.03.02, or if there is no reference include “N/A”.
- (9) **Effective Date.** Indicate the month, day, and year the directive becomes effective.
- (10) **Number of Pages.** Indicate the total number of pages in the directive, excluding attachments.

(11) Signatures.

- (a) For a Secretary's Directive:
 - (i) A Secretary's Directive shall be signed by the responsible authority in the header block.
 - (ii) The Secretary shall sign a Secretary's Directive in the space provided directly below the Department shield after the responsible authority signed the directive.
 - (b) For an Executive Directive:
 - (i) An Executive Directive shall be signed by the responsible authority in the header block.
 - (ii) The Secretary's Executive staff member authorizing the directive shall sign the directive in the space provided on the right side of the page immediately below the header block.
 - (iii) The Secretary shall sign an Executive Directive in the space provided directly below the Department shield after the Executive staff member and the responsible authority signed the directive.
 - (c) After the responsible authority signs a Secretary's Directive and the responsible authority and Executive Staff member sign an Executive Directive, the Secretary, before signing the directive, may present the directive to all Executive staff for discussion and approval.
 - (d) For a Facility Directive:
 - (i) A Facility Directive shall be signed by the responsible authority in the header block.
 - (ii) The unit head with responsibility for supervising the responsible authority shall sign the directive in the space provided on the right side of the page immediately below the header block.
 - (iii) The Secretary's Executive staff member responsible for the unit head signing a Facility Directive shall sign the directive in the space provided directly below the Department shield after the unit head and the responsible authority signed the directive.
- (12) The official Department seal, placed in the upper left corner of the first page of the document shall be used on all directives.
- (13) Additional "boxes" may be added to the Header Block to accommodate other items used to support or otherwise relate to the directive.

C. Body of a Directive (Appendix D, E, & F). Except for a directive that is being rescinded, the following section headings, at a minimum, are used in a directive:

(1) **.01 Purpose.**

- (a) Except for an Emergency Directive, the purpose statement is one or two complete sentences describing, in general terms, what the directive intends to do, thereby establishing” **why**” the directive is important to the mission of the Department, unit, or facility.
- (b) For an Emergency Directive, the purpose statement shall include:
 - (i) An explanation of the emergency status;
 - (ii) The expiration date of the Emergency Directive; and
 - (iii) A statement as to the intention to make the content of the Emergency Directive permanent.

(2) **.02 Scope.** This section identifies Department units or facilities to which the subject matter of the directive applies.

(3) **.03 Policy.** The policy statement:

- (a) Establishes an official position on the general topic of the directive in a brief, direct statement of a principle adopted or pursued by the Department, unit, or facility.
- (b) In a Secretary’s Directive, generally shall be the focal point of the directive with only minimal content under section .05.
- (c) In an Executive or Facility Directive:
 - (i) Carries forth policy established by a higher level directive on the same topic; or
 - (ii) If there is no parent directive that has set policy on the topic, then the policy section has the task of setting policy for the unit or facility.
- (d) May not conflict with policy on the same topic established in a higher level directive or manual.

(4) **.04 Definitions.** This section:

- (a) Includes a description of terms used in the directive that require clarification:
 - (i) Based on use in the context of the directive; or
 - (ii) To avoid ambiguity, vagueness, or unnecessary lengthy text elsewhere in the document.

- (b) Is formatted according to the *Style Manual for Maryland Regulations*.
 - (c) Shall be limited to defining a term or phrase and does not include language that qualifies, establishes or otherwise expands on how the term or phrase is related to procedures included in section .05 of the directive.
- (5) **.05 Responsibility/Procedure.** This section:
- (a) Is used to set the details (“**who**” does “**what**”, “**when**” or “**where**” is it done, and “**how**” it is to be done) as to administrative and operational activities are performed in order to implement and maintain stated policy. (Too many details may be better suited for a procedural manual.)
 - (b) In a Secretary’s Directive, shall establish accountability and minimal responsibilities and guidelines necessary to ensure that the stated policy is properly incorporated into administrative and operational procedures of the units or facilities identified in §.02 **Scope** of the directive.
 - (c) In an Executive and Facility Directive, may naturally contain more detail concerning responsibility or procedure as is required to ensure proper and consistent administrative and operational activities are followed to implement the stated policy.
- (6) **.06 Attachments/Links.** This section contains a list of documents included with or electronically linked to the directive that are necessary to further explain, implement, maintain, or document the stated policy-related procedures.
- (a) Examples of attachments include templates, checklists, specific guidelines, tables, or schedules.
 - (b) When possible, attachments should be electronically linked to the directive.
 - (c) Strong consideration should be given to not attaching documents, such as a form, that may be subject to frequent change, as a change to an attachment requires a revision to the entire directive.
 - (d) If there is no attachment, then indicate “There is no attachment to this directive.”
- (7) **.07 History.**
- (a) This section provides a brief cumulative chronology of changes made to the directive since the directive was originally issued.
 - (b) If the directive revises the content of a directive, include a brief explanation of the revision and a statement indicating, “This directive revises:”
 - (i) Directive Number;

- (ii) Directive Title;
- (iii) Last effective date; and
- (iv) A brief statement as to what changed, for example, “This directive updates terminology to be consistent with Department re-organization.”

(8) .08 Correctional Facility Distribution Code.

(a) This section is intended to assist correctional facilities with distributed within a correctional facility’s organizational structure.

(b) The codes are:

- (i) A — Each procedure reference set;
- (ii) B —Each Employee;
- (iii) C — Correctional Case Management, addictions specialist and social worker;
- (iv) D — Each correctional officer, correctional dietary officer, correctional maintenance officer and correctional supply officer;
- (v) L — Inmate library; and
- (vi) S — Staff with a special need to know as indicated when “S” is used.

.10 Initiating a Directive — Preliminary Considerations.

- A. An employee may request, through the chain of command, that a new directive be developed or an existing directive be revised or rescinded.
- B. The head of a unit, or a designee, receiving a request under §.10A of these *Guidelines* shall:
 - (1) Evaluate the request and decide whether to proceed with the proposed action;
 - (2) Notify the employee making the request of the decision and reason for the decision under §.10B(1) of these *Guidelines*; and
 - (3) If deciding to proceed, contact GPS to discuss the proposed action.
- C. GPS shall evaluate a request made under §.10B((3) and, in cooperation with the individual making the inquiry, determine if the subject matter is:
 - (1) Currently addressed in a directive or in COMAR and does not require further action;
 - (2) Not addressed in a directive or in COMAR and does not require further action;

- (3) Currently addressed in a directive or in COMAR and requires revising the existing directive or amending COMAR; or
 - (4) Not addressed in a directive or in COMAR and requires further action.
- D. If a determination under §.10C(3) or (4) of these *Guidelines* calls for new or amended COMAR, GPS shall assist with promulgating or amending regulations according to Division of State Documents procedures.
- E. If a determination under §.10C(3) or (4) of these *Guidelines* calls for developing a new directive or revising an existing directive, GPS shall decide if a Secretary's, Executive, or Facility directive is appropriate.
- (1) The head of a unit, or a designee, in cooperation with content experts, is responsible for drafting a new or revised Facility Directive.
 - (2) GPS, in cooperation with content experts, is responsible for drafting a new or revised Secretary's or Executive Directive.

.11 Revising or Rescinding a Directive.

- A. With the approval of the Secretary, GPS is responsible for revising or rescinding the content of a Secretary's or Executive Directive and documents authorized by the directive.
- B. With the approval of the head of a unit, the managing official, or a designee, is responsible for:
- (1) Revising or rescinding the content of a Facility Directive and documents authorized by the directive; and
 - (2) Notifying GPS of revisions and rescissions affecting a Facility Directive currently posted on the Department's intranet.
- C. When revising a directive:
- (1) Retain the directive number and indicate "Revised" below the directive number in the header block;
 - (2) Indicate the new effective date;
 - (3) In the Supersedes block, indicate the date of the last revision or, if none, the original date of the directive;
 - (4) In the History section, provide a brief summation of the revision, which will remain as part of the directive; and
 - (5) In the body of the directive, underline new or revised text, or text that is changed as a result of a deletion. Underlining shall remain in a revised directive until the next revision, so that only the most current changes are underlined.

D. When rescinding a directive:

- (1) Retain the directive number and indicate “Rescinded” below the number in the header block;
- (2) Indicate the effective date of the rescission;
- (3) In the Supersedes block, indicate the date of the last revision or, if none, the original date of the directive;
- (4) In the Purpose section, indicate that the contents of the directive and related documents are rescinded; and
- (5) In the History section, provide a brief reason for the rescission which will remain as part of the directive.
- (6) Sections .02 — .06 may be omitted from a directive being rescinded.
- (7) Rescinded directives shall be automatically removed from the Department’s electronic information system 6 months after the effective date of the rescission.

.12 Processing a Facility Directive.

A. Drafting a Facility Directive. An individual responsible for drafting a Facility Directive is responsible for:

- (1) Analyzing and researching the subject matter, including applicable statutes, regulations, standards, or existing directives; and
- (2) Soliciting input from end users affected by the proposed directive.

B. Facility Directive Review Process.

- (1) Except for an Emergency Facility Directive, the individual responsible for drafting the directive shall:
 - (a) Review the draft to:
 - (i) Ensure compliance with style and format requirements;
 - (ii) Ensure, to the degree possible, that duplication issues do not exist;
 - (iii) Prevent, to the degree possible, conflicts with existing directives or COMAR; and
 - (iv) Avoid other potential administrative or operational complications.

- (b) If appropriate, work with the individual submitting the proposed directive to resolve identified issues.
- (2) Field Review.
- (a) An individual selected to participate in the field review of a draft directive shall:
 - (i) Consider accuracy of content;
 - (ii) Consider the impact on end users; and
 - (iii) Provide comments on the draft directive to the head of the unit, or a designee, coordinating the field review within the established timeline.
 - (b) The head of a unit, or a designee, shall determine:
 - (i) Which individuals are to participate in the field review based on the content of the draft directive; and
 - (ii) A timeline for completing the field review.
- (3) Legal Review.
- (a) The head of a unit shall decide if it is necessary for the Assistant Attorney General to review a draft Facility Directive for legal sufficiency before finalizing the directive.
 - (b) The head of a unit shall indicate an the individual's decision concerning legal review on the Policy Process Checklist.

C. Finalizing a Facility Directive.

- (1) Following field review and, if applicable, legal sufficiency review under §.12B(3) of these *Guidelines*, and after resolving issues identified during the required reviews, the head of the unit, or a designee, shall:
 - (a) Prepare a final version of a Facility Directive for the:
 - (i) Appropriate employee to sign in the header block as the "Responsible Authority";
 - (ii) Managing official or unit head to authorize by signing below the header block; and
 - (iii) Managing official's or unit head's supervisor to approve by signing under the Department shield;
 - (b) Complete a Policy Process Checklist (Appendix E) indicating that the required steps for processing a directive have been completed;

- (c) Forward an electronic copy (Microsoft Word version) of the signed directive to GPS for posting on the Department's electronic information system; and
 - (d) Maintain the original of the signed directive locally according to an approved retention schedule.
- D. After a Facility Directive is posted on the Department's intranet, GPS shall notify the appropriate unit head, who is responsible for ensuring that each employee affected by the Facility Directive has access to the directive.

.13 Processing Secretary's and Executive Directives. GPS shall:

- A. Research a proposed Secretary's or Executive Directive and supporting documents;
- B. In cooperation with content experts, prepare a draft Secretary's or Executive Directive;
- C. Distribute the draft Secretary's or Executive Directive, with a due date, to appropriate unit heads for field review;
- D. If necessary, assess and resolve issues and appropriately edit the draft Secretary's or Executive Directive based on comments received following field review;
- E. If appropriate, forward the draft Secretary's or Executive Directive to the Department's Assistant Attorney General for a determination of legal sufficiency;
- E. If necessary, assess and resolve issues and appropriately edit the draft Secretary's or Executive Directive based on comments received from the Department's Assistant Attorney General;
- G. Submit the directive in final format to:
 - (1) For a Secretary's Directive, the individual identified in the Responsible Authority block for signature; or
 - (2) For an Executive Directive, the head of the unit identified stated in the Responsible Authority block for signature.
- H. Once a Secretary's directive is signed by the responsible authority, forward the directive to the Secretary, who, before signing the directive, may present the directive to all Executive staff for discussion and approval;
- I. Once an Executive Directive is signed by the responsible authority and then the appropriate Executive Staff member, forward the Executive Directive to the Secretary, who, before signing the directive, may present the directive to all Executive staff for discussion and approval;
- J. If necessary, assess and resolve issues and appropriately edit the directive based on comments received from the Secretary's Executive Staff;
- K. Once signed by the Secretary:

- (1) File the original signed Secretary's or Executive_Directive;
- (2) Post the final Secretary's or Executive Directive on the Department intranet; and
- (3) Coordinate with the Department's Webmaster to send an electronic announcement concerning the electronic availability of the document.

.14 Emergency Directives.

- A. In the event of an urgent situation, an Emergency Directive, using an abbreviated process, may be approved.
 - (1) When an Emergency Secretary's or Executive_Directive is necessary, GPS shall:
 - (a) Prepare the document according to format and style requirements established by these *Guidelines*;
 - (b) If the directive requires review by the Assistant Attorney General, limit the directive review process to legal sufficiency; and
 - (c) Process the Emergency Secretary's or Executive Directive for signature as established under §§.13(G — K) of these *Guidelines*.
 - (2) When an Emergency Facility_Directive is necessary, the directive shall:
 - (a) Be prepared according to format and style requirements established by these *Guidelines*;
 - (b) Limit the directive review process to legal sufficiency established under §.12B(3) of these Guidelines;
 - (c) Obtain the required approval and authorization signature; and
 - (d) Forward an electronically signed Emergency Facility Directive and Policy Process Checklist, indicating the unit_head's decision concerning legal sufficiency only, to GPS for posting on the Department's intranet.
- B. An Emergency Directive may be issued for a maximum of one year from the effective date.
 - (1) For the subject matter of an Emergency Directive to become permanent, the individual indicated in the Responsible Authority block of the Emergency Directive, or a designee, shall initiate action to either revise an existing directive or develop a new directive, before the related Emergency Directive expires.
 - (2) GPS shall monitor Emergency Directives posted on the Department's intranet to ensure the Emergency Directive is removed upon expiration.

- (3) The managing official authorizing an Emergency Facility Directive shall:
 - (a) Monitor the managing official's Emergency Facility Directives posted on the Department's intranet to ensure that Emergency Facility Directives are appropriately replaced or rescinded; and
 - (b) Notify GPS to remove an Emergency Facility Directive from the Department's intranet upon a change in status or expiration of the directive.
- C. An Emergency Directive is an appropriate method for documenting policy and procedure that will remain in effect longer than the thirty day maximum for a bulletin, but may not exceed the one year maximum for the Emergency Directive.

.15 Manuals.

- A. A manual should be developed, reviewed, and approved using the same process as that established in these *Guidelines* for a directive.
- B. A manual shall serve as a procedural guide only and may not contain language that conflicts with policies or procedures established by a directive, statute, or regulation.
- C. At a minimum, a manual shall include:
 - (1) Clearly divided and numbered sections that may be specifically referenced;
 - (2) A title page that includes the:
 - (a) The signature of the individual identified as the Responsible Authority for developing and maintaining the manual;
 - (b) The signature of the individual approving the manual; and
 - (c) Effective date of the manual;
 - (3) A statement of purpose;
 - (4) A citation indicating the legal authority or the directive authorizing the manual;
 - (5) The signature of the approving authority; and
 - (6) A table of contents.
- D. Once a manual is finalized, the individual identified as the Responsible Authority for the manual shall forward the manual to GPS for posting on the Department's intranet.
- E. Manuals posted on the Department's intranet shall be included in the annual review process established for directives.

.16 Confidential Directives or Manuals.

- A. If a directive or manual is security sensitive or otherwise not to be available to inmates or the public in general, only the directive number and title may be accessed from the Department's intranet.
- B. When attempting to access a confidential directive or manual from the Department's intranet the resulting display shall indicate "Confidential" and shall refer the user to the Responsible Authority for the document for additional information on accessing the document.

.17 Bulletin.

- A. A bulletin may only be issued for a period of 30 calendar days and:
 - (1) Is the responsibility of the individual authorizing the bulletin;
 - (2) May only affect the unit or the facility over which the authorizing individual has responsibility; and
 - (3) Is not considered official policy and may not conflict with a Secretary's, Executive, or Facility Directive or other document authorized by a directive.
- B. The individual authorizing a bulletin shall ensure that:
 - (1) The bulletin is current; and
 - (2) When no longer valid or upon expiration, the bulletin is withdrawn and retained according to an established records retention schedule.
- C. The individual authorizing a bulletin is responsible for ensuring that individuals affected by the content are provided access to the bulletin.
- D. If the subject of a bulletin exceeds the 30 day period, but would not exceed one year then an emergency directive is appropriate.

.18 Directive Retention Schedule.

- A. GPS shall maintain the signed original paper version of a Secretary's and Executive Directive according to an approved document retention schedule.
- B. A responsible authority shall maintain the signed original paper version of a Facility Directive authorized by the responsible authority according to an approved document retention schedule for that unit.
- C. GPS, for a Secretary's or Executive Directive, and a responsible authority, for a Facility Directive, shall maintain a signed original paper version of a directive that has been revised, rescinded, or has expired (in the case of an Emergency Directive) in an historic file for a

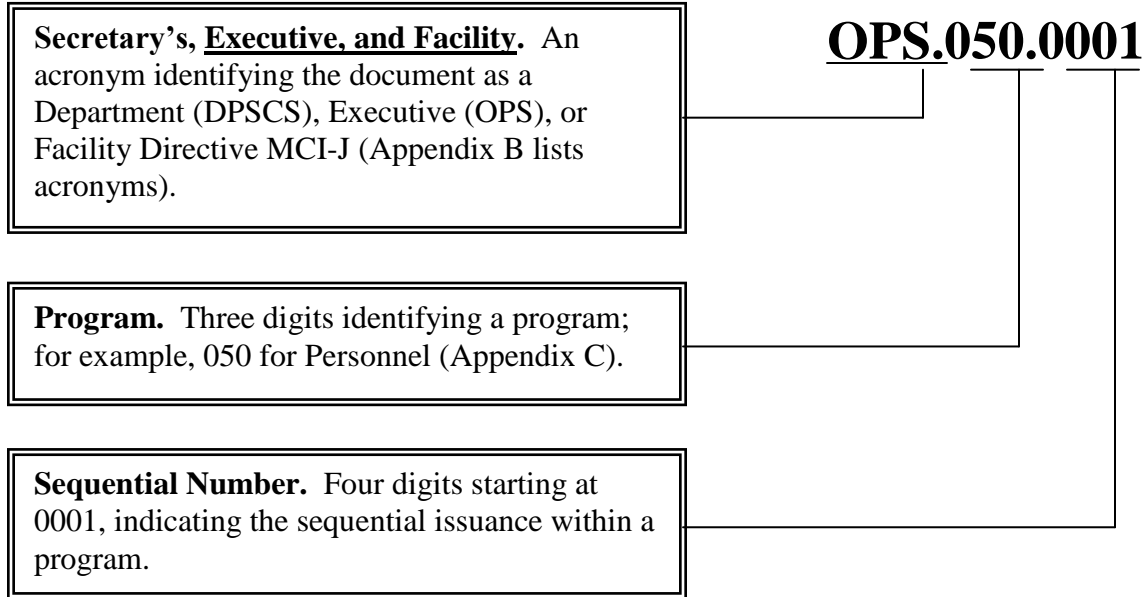
minimum of 7 years from the date the directive was revised, superseded, rescinded, or expired and then destroy the directive.

.19 Annual Review of Directives.

- A. Each calendar year GPS, for Secretary's and Executive Directives, and a managing official for Facility Directives, shall ensure that:
- (1) Existing directives are reviewed to determine currency;
 - (2) The review process and results are documented; and
 - (3) If appropriate, revised directives are distributed and maintained according to established procedures.
- B. GPS shall establish review schedules for documents posted on the Department's intranet.

.20 Appendices.

Directive Numbering



Examples:

Secretary's Directive

Secretary	DPSCS = Department
Program Number	010 = Organization and Structure
Sequential Number	0003 = Third directive issued under the program
Result:	DPSCS.010.0003

Executive Directive

Deputy Secretary for Operations	OPS = Operations
Program Number	050 = Personnel
Sequential Number	0001 = First directive issued under the program
Result:	OPS.050.0001

Facility Directive

Unit Name	CDF = Chesapeake Detention Facility
Program Number	110 = Custody and Security
Sequential Number	0025 = 25 th directive issued under the program
Result	CDF.110.0025

Emergency Directive

EmD.OPS.050.0001

Prefix EmD followed by a period before the acronym.

Department of Public Safety and Correctional Services
Acronyms
(alphabetical order)

AAG	Assistant Attorney General
ADM	Administration (Deputy Secretary)
ADMSER	Operations Administrative Services (Director)
ARP	Administrative Remedy Process (Director)
BBPRU	Brockbridge Pre-Release Facility
BCBIC	Baltimore Central Booking & Intake Center
BCCC	Baltimore City Correctional Center
BCDC	Baltimore City Detention Facility
BPRU	Baltimore Pre-Release Unit
CAP	Capital Programs (Assistant Secretary)
CASEM	Case Management (Director)
CCFM	Capital Construction and Facilities Maintenance (Director)
CCHU	Correctional Centralized Hiring Unit
CDF	Chesapeake Detention Facility (Old MCAC)
CEDS	Correctional Education Services (Director)
CHO	Chief Hearing Officer
CICB	Criminal Injuries Compensation Board (Executive Director)
CIT	Contraband Interdiction Team
CM	Crisis Management
CMCF	Central Maryland Correctional Facility
COM	Commitment (Director)
CS	Clinical Services

Department of Public Safety and Correctional Services
Acronyms
(alphabetical order)

CSEC	Correctional Security (Chief)
CSEU	Community Surveillance Enforcement Unit
CTU	Central Transportation Unit
DPDS	Division of Pretrial and Detention Services (Commissioner)
DPP	Division of Parole and Probation (Director)
DPPEs	Division of Parole and Probation External Services (Administrator)
DPPFS	Division of Parole and Probation Field Support (Administrator)
DPPHD	Division of Parole and Probation Home Detention
DPPIC	Division of Parole and Probation Interstate Compact (Administrator)
DPPPS	Division of Parole and Probation Programs and Services
DPPSP	Division of Parole and Probation Special Programs Community Corrections
DPSCS	Department of Public Safety and Correctional Services (Secretary)
DOC	Division of Correction (Commissioner)
DOCB	Division of Correction — Baltimore (Deputy Commissioner)
DOCE	Division of Correction — East (Assistant Commissioner)
DOCW	Division of Correction — West (Assistant Commissioner)
DRCF	Dorsey Run Correctional Facility
DRPRU	Dorsey Run Pre-Release Unit
ECEOPS	Environmental Compliance and Emergency Operations (Executive Director)
ECI	Eastern Correctional Institution
ECIA	Eastern Correctional Institution – Annex
ENSB	Emergency Number System Board (Executive Director)

Department of Public Safety and Correctional Services
Acronyms
(alphabetical order)

EPRU	Eastern Pre-Release Unit
FINS	Financial Services (Director)
FIRAI	Facility Incident Review, Analysis and Investigation
FS	Food Services (Director)
FUG	Fugitive Unit
GPS	Office of Grants, Policy and Statistics (Executive Director)
HRSD	Human Resources Services Division (Executive Director)
HNDGUN	Handgun Permit Review Board (Chair)
IAU	Inmate Affairs
IGO	Inmate Grievance Office (Executive Director)
IIFA	Investigation, Intelligence and Fugitive Apprehension Unit (Secretary's Director)
<u>IID</u>	<u>Intelligence and</u> Investigative Division (Director)
ITCD	Information Technology and Communications Division (Chief Information Officer)
JCI	Jessup Correctional Institution
K9OPS	Canine Operations
LEGA	Government, Legislative and Community Affairs (Director)
LM	Lease Management
MCCS	Maryland Commission on Correctional Standards (Executive Director)
MCE	Maryland Correctional Enterprises (Director)
MCHC	Maryland Correctional Health Center
MCIH	Maryland Correction Institution - Hagerstown
MCIJ	Maryland Correctional Institution – Jessup

Department of Public Safety and Correctional Services
Acronyms
(alphabetical order)

MCIW	Maryland Correctional Institution - Women
MCPRS	Maryland Correctional Pre-Release System
MCTC	Maryland Correctional Training Center
MEDIA	Communications and Media (Executive Director)
MENTHS	Mental Health Services (Director)
MPC	Maryland Parole Commission (Chairman)
MPCTC	Maryland Police and Correctional Training Commissions (Executive Director)
MRDCC	Maryland Reception and Diagnostic and Classification Center
MTC	Metropolitan Transition Center
NBCI	North Branch Correctional Institution
OEO	Office of Equal Opportunity (Executive Director)
OIG	Office of the Inspector General
OPS	Operations (Deputy Secretary)
OPSFS	Operations Field Support Services (Executive Director)
OPSPS	Operations Programs and Services (Director)
OS	Office of the Secretary
OSIIFA	Office of the Secretary – Investigation, Intelligence, and Fugitive Apprehension
OSPS	Office of the Secretary Programs and Services (Assistant Secretary)
OSPCLR	Professional Standards, Police/Correctional Officer & Labor Relations (Director)
OSSS	Office of the Secretary Special Services (Secretary’s Director)
PAR	Operations Program Audit Review Team
PATX	Patuxent Institution (Director)

Department of Public Safety and Correctional Services
Acronyms
(alphabetical order)

PFM	Property and Fleet Management (Director)
PHPRU	Popular Hill Pre-release Unit
PROCU	Procurement (Director)
PSW	Public Safety Works (Coordinator)
PTRS	Pretrial Release Services (Executive Director)
RCI	Roxbery Correctional Institution
RM	Risk Management (Administrator)
RS	Re-Entry Services (Deputy Director)
RSP	Religious Services Program (Director)
SA	Substance Abuse (Director)
SCB	Sundry Claims Board
SMPRU	Southern Maryland Pre-Release Unit
SOPS	Security Operations (Director)
SPOPS	Special Operations Group
SW	Social Work (Director)
TS	Transition Services (Coordinator)
VS	Victim Services (Director)
WCI	Western Correctional Institution

Program Numbers and Titles

001 — Publications	075 — Supply and Services
002 — 009 — Vacant	076 — 079 — Vacant
010 — Organization and Function	080 — Safety and Sanitation
011 — 019 — Vacant	081 — 094 — Vacant
020 — General Administration	095 — Crime Victim Services
021 — 029 — Vacant	096 — 099 — Vacant
030 — Staff Training and Education	100 — Case Management Services
031 — 034 — Vacant	101 — Patuxent Parole
035 — Data Management Information Systems	102 — Patuxent Program Review
036 — 039 — Vacant	103 — 104 — Vacant
040 — Accounting and Budget	105 — Inmate Disciplinary Procedures
041 — 049 — Vacant	106 — 109 — Vacant
050 — Personnel	110 — Custody and Security
051 — 054 — Vacant	111 — 114 — Vacant
055 — Employee Health	115 — Correctional Officers Staffing
056 — 059 — Vacant	116 — 121 — Vacant
060 — Annual Report	122 — 123 — Vacant
061 — 064 — Vacant	124 — Mental Health Services
065 — Procurement	125 — Patuxent Treatment Department
066 — 069 — Vacant	126 — Social Work
070 — Engineering and Maintenance	127 — 129 — Vacant
071 — 074 — Vacant	130 — Medical and Dental Services

Program Numbers and Titles

131 — Primary/Specialty Medical Services	180 — Inmate Grievances
132 — Infection Control	181 — 184 — Vacant
133 — Pharmacy Services	185 — Administrative Remedy Procedures
134 — Medical Services	186 – 194 — Vacant
135 — Education and Occupational Services	195 — Visitors
136 — Medical Records	196 — 199 — Vacant
137 — Quality Improvement Program	200 — Inmates
138 — Health Care Contract Management	201 — Inmate Electronic Communications
139 — Vacant	202 — 219 — Vacant
140 — Religious Services Programs	220 — Inmate Property and Clothing
141 — 144 — Vacant	221 — 229 — Vacant
145 — Recreation and Leisure Services	230 — Transfers
146 — 149 — Vacant	231 — 244 — Vacant
150 — Maryland Correctional Enterprises	245 — Inmate Finances
151 — 159 — Vacant	246 — 249 — Vacant
160 — Food Services	250 — Inmate Mail and Reading Material
161 — 164 — Vacant	251 — 269 — Vacant
165 — Transition Services	270 — Inmate Deaths
166 — 169 — Vacant	280 — Intake
170 — Volunteer Program	
171 — 174 — Vacant	
175 — Commissary	
176 — 179 — Vacant	

Secretary's Directive



Title:	Secretary's Directive Number:
Related MD Statute/Regulations:	Supersedes:
Related ACA Standards:	Responsible Authority:
Related MCCS Standards:	Effective Date:
	Number of Pages:

Gary D. Maynard
Secretary

.01 Purpose.

.02 Scope.

.03 Policy.

.04 Definitions.

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

B. Terms Defined.

(1)

.05 Responsibility.

A.

(1)

(a)

(i)

(ii)

.06 Attachments/Links.

.07 History.

Executive Directive



Title:	Executive Directive Number:
Related MD Statute/Regulations:	Supersedes:
Related ACA Standards:	Responsible Authority:
Related MCCS Standards:	Effective Date:
	Number of Pages:

Gary D. Maynard
Secretary

Name of Executive
Title

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.03 Policy.

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(1)

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A.

(1)

(a)

(i)

(ii)

.06 Attachments/Links.

.07 History.

Facility Directive



Title:	Facility Directive Number:
Related MD Statute/Regulations:	Supersedes:
Related ACA Standards:	Responsible Authority:
Related MCCS Standards:	Effective Date:
	Number of Pages:

**Name of Executive
Title**

**Name of Unit Head
Title**

.01 Purpose.

.02 Scope.

.03 Policy.

.04 Definitions.

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

B. Terms Defined.

(1)

.05 Responsibility.

A.

(1)

(a)

(i)

(ii)

.06 Attachments/Links.

.07 History.

Policy Process Checklist

(This checklist shall be completed and submitted to GPS along with the final document for electronic posting)

Directive Title:

Directive Number:

Please Check One: New Directive Revised Directive Rescinded Directive Change Notice

GPS Preliminary Review:

Name of GPS Employee Consulted:

Date Consulted:

Agency Review:

Requesting Individual's Name:

Date Review Completed:

- | | |
|---|---|
| <input type="checkbox"/> Document is prepared using the required Directive Format (See Guidelines)
<input type="checkbox"/> Document is formatted in Microsoft Word, Times New Roman, font size 12
<input type="checkbox"/> Track changes and other automatic format functions are turned off | <input type="checkbox"/> Definitions are in alphabetical order
<input type="checkbox"/> For a revised directive, new text is <u>underlined</u>
<input type="checkbox"/> Word use, grammar, and writing style comply with the <i>Style Manual for Maryland Regulations</i> |
|---|---|

Field Review: (Use reverse side of checklist if more space is required)

Reviewing Unit	Name of Employee Reviewing	Date Completed

Confidentiality: This directive **IS** confidential and MAY NOT be published on SafetyNet; OR
 This directive **IS NOT** confidential and SHALL be published on SafetyNet

Legal Sufficiency: Reviewed by AAG Head of Unit Defers Legal Sufficiency Review

AAG Determining Legal Sufficiency:

Date Review Completed/Deferred:

Impact Analysis: This directive has been considered in relation to potential impact on Department and agency fiscal, personnel, capital, and other resources necessary for implementation and continued management.

