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## DIRECTIVES AND MANUALS GOVERNING THE DIVISION OF CORRECTION

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<b>001 ~ PUBLICATIONS</b>								
DOC.001.0001	Table of Contents for Publications	2/9/10	ACL		1		x	x
DOC.001.0002	Division of Correction Publications	3/1/06	AL		2	xxx	x	x
DOC.001.0008	Division of Correction Inmate Handbook	7/1/07	ACL		2	xxx	x	x
DOC.001.0009	Inmate Newsletters	12/1/04	AL		2		x	x
<b>010 ~ ORGANIZATION AND FUNCTION</b>								
<i>DPSCS 10 Series</i>	<i>Fixed Asset Management Manual - OPM</i>	<i>7/1/09</i>			1			x
<i>DPSCS 10 Series</i>	<i>Materials and Supplies Manual - OPM</i>	<i>9/1/09</i>			1			x
	<i>Inventory Control Manual for Technology Equipment</i>	<i>4/7/08</i>						
<i>DPSCS.010.0001</i>	<i>Department Organization and Lines of Communication (formerly SD 02-87)</i>	<i>2/27/09</i>			1			x
DOC.010.0001	Division of Correction	2/1/01	AL		2		x	
DOC.010.0002	Maryland Reception Diagnostic and Classification Center ( <b>MRDCC</b> )	7/1/04	AL		2		x	x
DOC.010.0003	Metropolitan Transition Center ( <b>MTC</b> )	7/1/04	AL		2		x	x
<i>DPSCS.010.0004</i>	<i>Division of Facilities and Maintenance</i>	<i>7/30/90</i>			1			x
DOC.010.0005	Maryland Correctional Institution - Hagerstown ( <b>MCI-H</b> )	7/1/04	AL		2		x	x
<i>DPSCS.010.0006</i>	<i>Property Management (formerly SD 09-01)</i>	<i>1/13/09</i>			1			x
DOC.010.0006	Maryland Correctional Training Center ( <b>MCTC</b> )	7/1/04	AL		2		x	x
DOC.010.0007	Maryland Correctional Institution for Women ( <b>MCIW</b> )	7/1/04	AL		2		x	x
DOC.010.0008	Maryland Correctional Pre-Release System ( <b>MCPRS</b> )	7/1/04	AL		2		x	x
DOC.010.0009	Maryland Correctional Institution - Jessup ( <b>MCI-J</b> )	7/1/04	AL		2		x	x
DOC.010.0010	Roxbury Correctional Institution ( <b>RCI</b> )	7/1/04	AL		2		x	x
DOC.010.0011	Eastern Correctional Institution ( <b>ECI</b> )	7/1/04	AL		2		x	x
DOC.010.0012	Maryland Correctional Adjustment Center ( <b>MCAC</b> )	7/1/04	AL		2		x	x
<i>DPSCS.010.0012</i>	<i>Office of Planning, Policy, Regulation and Statistics (formerly SDD 02-2003)</i>	<i>6/17/03</i>			1			x
<i>DPSCS.010.0013</i>	<i>Communications Office (formerly SDD 04-2003)</i>	<i>7/23/03</i>			1			x
DOC.010.0013	Maryland House of Correction - Annex ( <b>MHC-A</b> )	7/1/04	AL		2		x	x
<i>DPSCS.010.0014</i>	<i>Office of Treatment Services (formerly SDD 15-2004)</i>	<i>12/3/04</i>			1			x
DOC.010.0014	Western Correctional Institution ( <b>WCI</b> )	7/1/04	AL		2		x	x
<i>DPSCS.010.0015</i>	<i>Departmental Research Committee (formerly SDD 01-2005)</i>	<i>12/16/09</i>			1			x
DOC.010.0015	North Branch Correctional Institution ( <b>NBCI</b> )	6/30/05	AL		In Progress		x	x
<i>DPSCS.010.0016</i>	<i>Female Offender Management Work Group (formerly SDD 03-2005)</i>	<i>3/3/05</i>			1			x
<i>DPSCS.010.0017</i>	<i>Internal Investigation Unit (formerly SDD 04-2005)</i>	<i>3/10/05</i>			1			x
<i>DPSCS.010.0018</i>	<i>Professional Development and Training Division (formerly SDD 03-2006)</i>	<i>2/6/09</i>			1			x

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<i>DPSCS.010.0019</i>	<i>Division of Capital Construction and Facilities (formerly SDD 09-2006)</i>	<i>4/17/09</i>			1			x
<i>DPSCS.010.0020</i>	<i>Office of Legislative Affairs (SDD 01-2007)</i>	<i>4/13/07</i>			1			x
<b>020 ~ GENERAL ADMINISTRATION</b>								
DOC.020.0001	Forms Management Program	11/20/07	ALS		2	xxx	x	x
<i>ITCD.020.0002</i>	<i>Change Management Policy - Revision 1</i>	<i>2/15/08</i>			1			x
DOC.020.0002	Responding to Information Requests	3/1/06	AL		2	xxx	x	x
DOC.020.0003	Reporting Serious Incidents	10/15/00	A	5	2		N/A	x
<i>ITCD.020.0004</i>	<i>Universal Electronic Access Policy</i>	<i>5/5/05</i>			1			x
DOC.020.0004	Service of Summonses for Inmates In Civil Proceedings	9/15/06	AL		1		x	x
DOC.020.0005	Staff Meetings	6/1/04	A		2	xxx	N/A	x
<i>DPSCS.020.0008</i>	<i>Department Fleet Management (formerly SD 04-93)</i>	<i>5/24/93</i>			1			x
DOC.020.0008	Legal Counsel	6/1/04	A		2		N/A	x
DOC.020.0009	DNA Sampling of Inmates by the Department of Maryland State	9/1/07	ACLS		2	xxx	x	x
DOC.020.0011	Grand Jury Tours and Reports	8/1/07	AL		2		x	x
<i>DPSCS.020.0012</i>	<i>Policy &amp; Procedure Directive Development and Implementation (formerly SDD 01-2003)</i>	<i>1/20/09</i>			1			x
<i>DPSCS</i>	<i>Guidelines for Developing Policy and Procedure Directives</i>	<i>1/20/09</i>			1			x
DOC.020.0012	Access to Inmate Case Records	1/1/06	ACL	1	2	xxx	x	x
<i>DPSCS.020.0013</i>	<i>Rescission - Secretary's Directives (formerly SDD 05-2003)</i>	<i>10/1/03</i>			1			x
DOC.020.0013	Records Management Organization	6/1/04	AL		2		x	x
<i>DPSCS.020.0014</i>	<i>Forms Management (SDD 03-2004)</i>	<i>4/16/04</i>			1			x
DOC.020.0014	Records Retention and Disposal	9/10/92	AL		2		x	x
<i>DPSCS.020.0015</i>	<i>Minority Business Enterprise (formerly SDD 05-2004)</i>	<i>4/20/04</i>			1			x
<i>DPSCS.020.0016</i>	<i>Cellular Telephone Policy (formerly SDD 12-2004)</i>	<i>6/28/04</i>			1			x
EmD.DOC.020.0016	Reporting Searches and Contraband Confiscations	2/1/09	A		2		N/A	x
<i>DPSCS.020.0017</i>	<i>Approved Identification (formerly SDD 01-2006)</i>	<i>1/9/06</i>			1			x
DOC.020.0017	Facility Incident Reporting Manager (FIRM) Timeframes	1/21/10	A		1			x
<i>DPSCS.020.0018</i>	<i>Recreational and Charitable Activities (formerly SDD 04-2006)</i>	<i>4/14/06</i>			1			x
<i>DPSCS.020.0019</i>	<i>Rescission Secretary's Directives (formerly SDD 07-2006)</i>	<i>7/26/06</i>			1			x
EmD.DOC.020.0018	Facility Incident Reporting Manager (FIRM): Security Process	8/3/09	AD		1			x
<i>DPSCS.020.0020</i>	<i>Flag Protocol (formerly SD 02-2007)</i>	<i>6/20/07</i>			1			x
<i>DPSCS.020.0021</i>	<i>Inventory Control of Technology Equipment (formerly SD 03-2007)</i>	<i>7/10/07</i>			1			x
<i>DPSCS.020.0022</i>	<i>Department Honor Guard Program</i>	<i>2/23/09</i>			1			x
<i>DPSCS 20 Series</i>	<i>Department Honor Guard Manual</i>	<i>2/23/09</i>			1			x
<i>DPSCS</i>	<i>Public Information Manual</i>	<i>June</i>						

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<i>DPSCS</i>	<i>Commitment Procedures Manual</i>	<i>5/1/92</i>	<i>ACLS</i>					
<b>030 ~ STAFF TRAINING AND EDUCATION</b>								
DOC.030.0003	Responsibilities of Institutional Training Managers	9/1/86	AL		2	xxx	x	
DOC.030.0004	Required Training	3/1/87	ABL	4	2		x	
DOC.030.0006	Out-Service Training and Education Programs	2/1/89	AL		2	xxx	x	
DOC.030.0007	Overtime and Transportation	2/1/89	AL	1	2	xxx	x	
<b>035 ~ DATA MANAGEMENT INFORMATION SYSTEMS</b>								
<i>ITCD.035.0001</i>	<i>Network Design and Operation</i>	<i>03/14/05</i>						
DOC.035.0001	OBSCIS I Information System	3/15/04	A		1		N/A	x
<i>DPSCS.035.0002</i>	<i>Correctional Facility Key Indicators Statistical Reporting System (formerly SD 06-2003)</i>	<i>12/5/03</i>			1			x
<i>ITCD.035.0002</i>	<i>Hardware Standards and Technology Refresh</i>	<i>3/17/05</i>						
DOC.035.0002	Management Information System	2/15/02	A		1		N/A	x
<i>DPSCS.035.0003</i>	<i>Use of Electronic Mail and Internet Services (SD 05-2007)</i>	<i>10/26/07</i>			1			x
<i>ITCD.035.0003</i>	<i>Software Standards - Commercial Off-the-Shelf</i>	<i>4/20/05</i>						
DOC.035.0003	Daily Population Report	5/1/06	A		1		N/A	x
<i>DPSCS.035.0004</i>	<i>Electronic Mail Retention (formerly SD 02-2008)</i>	<i>7/18/08</i>			1			x
DOC.035.0004	Daily Inmate Population Census	8/1/07	A		1		N/A	x
DOC.035.0005	Requests for Special Reports	7/15/89	A		1		N/A	x
DOC.035.0006	OBSCIS I Maintain Traffic Data	2/15/02	AS		1		N/A	x
DOC.035.0007	Data Processing Privacy and Security Requirements	2/21/05	AS		1		N/A	N/A
<b>040 ~ ACCOUNTING AND BUDGET</b>								
<i>DPSCS 40 Series</i>	<i>Financial Operations Manual</i>	<i>5/7/09</i>			1			x
DOC.040.0003	Capital Budget Preparation and Submission	12/15/06	AL		1		x	x
<i>DPSCS.040.0009</i>	<i>Federal Omnibus Consolidated Appropriations Act of 1997 (formerly SDD 06-98)</i>	<i>2/19/98</i>			1			x
<b>050 ~ PERSONNEL</b>								
DPSCS.050.0002	DPSCS Standards of Conduct and Internal Administrative Disciplinary Process	10/1/95	PENDING	3	2			x
DOC.050.0003	Threats on Staff	12/22/06	PENDING		2			x
<i>DPSCS.050.0006</i>	<i>Employee Participation in Military Reserve Units (formerly SD 8-</i>	<i>8/15/90</i>			1			x
DOC.050.0010	Employee Recognition Program	4/30/00	PENDING	1	2			x
<i>DPSCS.050.0011</i>	<i>Americans with Disabilities Act 1990 (formerly SD 01-92)</i>	<i>1/24/92</i>			1			x
DOC.050.0020	Transfers	1/1/07	PENDING	1	1			x
DOC.050.0021	Work Schedules	8/30/07	PENDING	3	1	xxx		x
DOC.050.0022	Time Records for Personal Services Contracts	10/3/05	PENDING	1	1			x
<i>DPSCS.050.0024</i>	<i>Sexual Harassment (formerly SD 05-1998)</i>	<i>2/23/09</i>			1			x

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<i>DPSCS 50 Series</i>	<i>DPSCS Policy on Seniority</i>	<i>12/14/09</i>	<i>PENDING</i>					
DOC.050.0024	Annual Leave	11/27/07	PENDING	2	2	xxx		x
<i>DPSCS.050.0029</i>	<i>Personal Appearance Policy (formerly SDD 07-2004)</i>	<i>5/19/04</i>			1			x
DOC.050.0029	Request for Representation by the AG's Office	1/10/92	PENDING	1	2			
<i>DPSCS.050.0030</i>	<i>Sexual Misconduct (formerly SDD 13-2004)</i>	<i>9/10/04</i>			1			x
<i>DPSCS.050.0031</i>	<i>Unfair Employment Practices, Discrimination, Harassment and Retaliation (formerly SDD 06-2006)</i>	<i>6/29/06</i>			1			x
DOC.050.0038	Appointment of All Licensed Health Occupations Personnel	2/15/94	PENDING	1				x
DOC.050.0039	Employee Handguns	9/15/06	PENDING	1	1			x
DPSCS.050.0042	Departmental Honor Guard Program (DPSCSM)	9/1/07	PENDING		1			
DOC.050.0043	Personal Appearance and Dress Standards for Uniformed Employees (DCM)	10/24/03	PENDING		2			x
DOC.050.0043	Personal Appearance and Dress Standards for Non-Uniformed Employees (DCM)	10/24/03	PENDING		2			x
DOC.050.0048	Shift Changes	4/1/06	PENDING	1	1			x
DOC.050.0049	Employment of Persons Convicted of Crimes	10/3/05	PENDING	1	1			x
DOC.050.0053	Reimbursement for Damaged Property	10/15/85	PENDING	1		xxx		
DOC.050.0060	Employee Subpoenaed by Plaintiff	6/15/86	PENDING	1	1	xxx		x
	Manual for Litigation Coordinators	4/1/98	PENDING					
<b>055 ~ EMPLOYEE HEALTH</b>								
DOC.055.0001	Preventing Methicillin-Resistant Staphylococcus Aureus (MRSA)	2/23/09	ALS	1	1		x	x
DOC.055.0003	Control and Disposal of Infectious Bodily Materials	10/22/93	ALS		1		x	x
<i>DPSCS.055.0005</i>	<i>Employee Tuberculosis Prevention Program (formerly SDD 02-93)</i>	<i>4/15/93</i>			1			x
<i>DPSCS.055.0007</i>	<i>Respiratory Protection (formerly SDD 11-2004)</i>	<i>8/9/04</i>			1			x
<i>DPSCS.055.0008</i>	<i>Exposure Control Plan for Occupational Exposure to Bloodborne Pathogens (formerly SDD 05-2006)</i>	<i>4/19/06</i>			1			x
<i>DPSCS 55 Series</i>	<i>Occupational Exposure to Bloodborne Pathogen Manual</i>	<i>1/5/09</i>			1			x
<i>DPSCS.055.0009</i>	<i>Health and Safety-Work Environment (formerly SDD 01-2008)</i>	<i>7/4/08</i>			1			x
<b>060 ~ ANNUAL REPORT</b>								
DOC.060.0004	Annual Report	1/1/07	AL		2		x	x
<b>065 ~ PROCUREMENT</b>								
DOC.065.0001	Procurement Organization	10/1/95	AL		1		x	x
DOC.065.0002	Use of Emergency Procurement Procedures	10/1/95	AL	1	1		x	x
<i>DPSCS.065.0009</i>	<i>Department Lease Management (formerly SD 04-94)</i>	<i>8/29/94</i>			1			x
<b>070 ~ ENGINEERING AND MAINTENANCE</b>								

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DOC.070.0003	Work Order Request	1/2/74	ALS		2		x	
DOC.070.0004	Responsibilities of Plant Maintenance & Operations Organization	9/1/07	AS		1		N/A	x
DOC.070.0009	Alterations and Renovations to DOC Facilities	9/1/07	AS		1		N/A	x
DOC.070.0010	Emergency Maintenance Procurement	6/15/86	AL	2	2	xxx	x	
<b>075 ~ SUPPLY AND SERVICES</b>								
DOC.075.0001	Property Accountability	10/3/05	AL		1	xxx	x	x
DOC.075.0002	Excess Personal Property Disposition	10/3/05	AL		1	xxx	x	x
DOC.075.0003	Photocopy Fees	4/1/06	AL	1	2		x	x
DOC.075.0004	Assignment of Mobile Radio Units And Unit ID Numbers	6/1/86	AS		2	xxx	N/A	
DOC.075.0005	Missing and Stolen Personal Property	10/3/05	AL		1		x	x
DOC.075.0007	Gifts, Contributions and Donations	8/1/06	AL		1		x	x
<b>080 ~ SAFETY AND SANITATION</b>								
DOC.080.0001	General	1/2/74	A		2			
DOC.080.0002	Fire Safety	9/1/07	A		2	xxx	N/A	x
DOC.080.0003	Vehicular Safety Inspections	11/1/96	ALS		2	xxx	x	
DOC.080.0004	Industrial Safety	1/15/80	ALS		2		x	
<i>DPSCS.080.0005</i>	<i>Environmental Compliance, Safety and Emergency Operations Unit (Rescinded DPSCS 110.0024 and Supersedes DPSCS.080.0005)</i>	<i>4/17/09</i>			1			x
DOC.080.0005	Sanitation	1/2/74	AL		2		x	
<b>095 ~ CRIME VICTIM SERVICES</b>								
DOC.095.0001	Crime Victim Services Manual (DCM)	1/15/08	ACS		1			x
DOC.095.0006	Sexual Offender Registration	12/15/06	ACLS		1		x	x
<b>100 ~ CASE MANAGEMENT SERVICES</b>								
DOC.100.0001	Case Management Manual (DCM)	2/28/08	ACL		2		x	x
DOC.100.0001	Criminal History Verification Manual (DCM)	1/2/02	AS		1		N/A	N/A
<b>105 ~ INMATE DISCIPLINARY PROCEDURES</b>								
<i>DPSCS.105.0001</i>	<i>Contraband - Criminal Violations (formerly SDD 4-2007)</i>	<i>10/17/07</i>			1			x
DOC.105.0001	Definitions	2/20/07	AL		2		x	x
DOC.105.0002	Policy	2/20/07	AL		2		x	x
DOC.105.0003	Hearing Officers, Facility Representatives, and Audio Records	2/20/07	AL		2		x	x
DOC.105.0004	Pre-Hearing Procedures	2/20/07	AL		2		x	x
DOC.105.0005	Rule Violations	2/20/07	AL	1	2		x	x
<b>EmD. DOC.105.0005</b>	Rule Violations	10/15/09	AL		<b>Expired 10/15/09</b>			
DOC.105.0006	Informal Resolution and Sanctions	2/20/07	AL		2		x	x
DOC.105.0007	Formal Hearing Procedures	2/20/07	AL		2		x	x
DOC.105.0008	Adjustment History Sentencing Matrix and Sanctions	2/20/07	AL		2		x	x

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DOC.105.0009	Post-Hearing Procedures	2/20/07	AL		2		x	x
DOC.105.0010	Disciplinary Hearings for Inmates in Special Confinement Housing Status	2/20/07	AL		2		x	x
DOC.105.0011	Hearing Data Report	2/20/07	AL		2		x	x
<b>110 ~ CUSTODY AND SECURITY</b>								
<i>DPSCS.110.0002</i>	<i>Custody &amp; Security of Major Construction Projects (formerly SD 3-95)</i>	<i>3/21/95</i>			1			x
DOC.110.0002	Death Penalty	1/20/04	A		2		N/A	x
DOC.110.0002	Execution Operations Manual (DCM)	6/14/04			2		N/A	N/A
<i>DPSCS.110.0003</i>	<i>Security-Inmate Transport (formerly SDD 02-2004)</i>	<i>2/1/04</i>			1			x
DOC.110.0003	Restraint Devices	8/25/04	AD		2	xxx	N/A	x
<i>DPSCS.110.0004</i>	<i>Posts and Post Orders (formerly SDD 16-2004)</i>	<i>2/10/09</i>			1			x
DOC.110.0004	Isolation Cells	11/15/05	ACDL	1	1	xxx	x	x
DOC.110.0005	Record of Segregation Confinement	6/13/08	ADL		1		x	x
<i>DPSCS.110.0005</i>	<i>Use of Force (formerly SDD 05-2005)</i>	<i>3/10/05</i>			1			x
<i>DPSCS.110.0005</i>	<i>Use of Force Manual (DPSCSD)</i>	<i>3/1/07</i>	<b>Confidential</b>		1			
<i>DPSCS.110.0006</i>	<i>Self Harm and Suicide Prevention (SDD 07-2005)</i>	<i>10/28/05</i>			1			x
DOC.110.0006	Disciplinary Segregation	10/1/95	ACDL	2	2	xxx	x	x
DOC.110.0007	K-9 Unit Operations and Procedures Manual (DCM)	4/1/07	AS		2		N/A	x
DOC.110.0008	Logbook Entries	8/25/04	AD		2			x
DOC.110.0009	Firearms	11/1/91	AS	2	2			
DOC.110.0010	Stun Devices	11/1/05	A	1	2		N/A	x
DOC.110.0011	Key Control and Use	2/1/99	A	1	2	xxx	N/A	
DOC.110.0012	Security Levels and Custody Factors	5/30/02	ACDL	2	2	xxx	x	x
DOC.110.0014	Fingerprinting Inmates Convicted of Other Crimes While in the Division of Correction	2/6/08	ALS		2		x	x
DOC.110.0015	Inmate Urinalysis Testing	1/15/07	AL		2	xxx	x	x
DOC.110.0016	Authorized Operation of Emergency Vehicles	8/1/07	AD		1		N/A	x
DOC.110.0017	Handling, Analysis and Disposal of Suspected CDS	8/1/91	ADS	2	2	xxx	N/A	
DOC.110.0018	Special Management Meal	11/1/05	A		1		N/A	x
DOC.110.0019	Escapes	12/1/06	ACS		2	xxx	N/A	x
DOC.110.0020	Tool Control and Use	2/1/91	A	1	2	xxx	N/A	x
DOC.110.0021	Program Inspections and Audits	3/15/08	AD		2	xxx	N/A	x
DOC.110.0022	Reduction in Violence	9/1/07	AL	1	1	xxx	x	x
DOC.110.0023	Monthly Use of Force Statistics	9/1/07	AD	1	1		N/A	x
<i>DPSCS.110.0023</i>	<i>Use of Force Manual (DPSCSD) Renumbered, by OPPRS, see DPSCS.110.0005 (Use of Force Manual)</i>	<i>3/1/07</i>	<b>Confidential</b>				N/A	

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DOC.110.0024	Emergency Operations Plan Manual ( <b>Confidential</b> )	12/9/09	S	1	1	xxx		
EmD.DOC.110.0026	Search Plans ( <b>Supersedes DOC.110.0026 dated 9/1/86</b> )	4/30/09	AD		2		N/A	x
DOC.110.0027	Portable Communications Radios	1/15/91	AD		2	xxx	N/A	x
DOC.110.0028	Establishment and Selection Criteria For Tactical Units	1/15/86	A		2	xxx	N/A	x
DOC.110.0029	Collapsible Posts	8/1/01	A		2	xxx	N/A	x
DOC.110.0030	Photograph ID System	3/1/06	AD		2	xxx	N/A	x
DOC.110.0031	Inmate Security Counts	5/30/01	AD		2	xxx	N/A	x
DOC.110.0032	Videotaping Procedures	9/15/07	AD		2	xxx	N/A	x
DOC.110.0033	Entry and Exit Procedures for Correctional Facilities (renamed)	6/25/08	AB	1	2	xxx	N/A	x
DOC.110.0034	Violent Person Restraint Chair	9/15/98	AD		2		N/A	x
DOC.110.0035	Intelligence Coordinating Unit	7/1/99	A	1	2		N/A	
DOC.110.0036	Posted Picture File	8/20/07	A		2		N/A	x
DOC.110.0037	Mobile Patrols	9/6/01	A		2		N/A	x
DOC.110.0039	University of MD Medical System at University Hospital	10/15/01	AS	2	2		N/A	x
DOC.110.0041	IONSCAN	8/1/07	AB		2		N/A	x
DOC.110.0042	Hospital and Medical Center Transports and Escorts	1/23/08	AS		2		N/A	x
DOC.110.0001	Hostage Negotiation Manual ( <b>DCM</b> )	07/08	<b>Confidential</b>		1		N/A	
<b>115 ~ CORRECTIONAL OFFICERS STAFFING</b>								
<i>DPSCS 115 Series</i>	<i>AFSCME &amp; DPSCS Overtime Policy for Correctional Staff (Pending Approval by Secretary and Union)</i>	<i>PENDING</i>	<i>ADS</i>					
<i>DPSCS.115.0001</i>	<i>Staffing Analysis and Overtime Management (formerly DPSCSD 115-1)</i>	<i>7/1/07</i>	<i>AS</i>		<i>2</i>	<i>xxx</i>	<i>N/A</i>	<i>x</i>
DOC.115.0005	Post Assignments	9/15/06	AD	1	1	xxx	N/A	x
<b>124 ~ MENTAL HEALTH SERVICES (OTS)(DPSCSD)</b>								
<i>OTS.124.0001</i>	<i>Program Directive Index (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0002</i>	<i>Organization, Management/Operations and Administration (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0003</i>	<i>Program References (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0004</i>	<i>Policies (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0005</i>	<i>Definitions (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0006</i>	<i>Professional Staffing (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0007</i>	<i>Professional Development Program (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0100</i>	<i>Clinical Services Assurances (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0110</i>	<i>Clinical Privileges (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0120</i>	<i>Supervision of Psychology Associates (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0130</i>	<i>Quality Assurance (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0150</i>	<i>Informed Consent (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	

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<i>OTS.124.0160</i>	<i>Duty to Protect/Warn (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0200</i>	<i>Clinical Assessment (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0210</i>	<i>Initial Mental Health Intake Screening (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0220</i>	<i>Psychological Evaluations (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0225</i>	<i>Competency Recommendations (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0226</i>	<i>Mental Health Pre-Parole Assessments (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0300</i>	<i>Organization of the Mental Health Record (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>			
<i>OTS.124.0310</i>	<i>Confidentiality of Mental Health Records (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0311</i>	<i>Access to Mental Health Records (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0312</i>	<i>Transfer of Mental Health Records (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0320</i>	<i>Record Storage and Retrieval (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0321</i>	<i>Request for Mental Health Records from Other Providers (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0350</i>	<i>Mental Health Record Entries (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0351</i>	<i>Mental Health Program Flow Sheet (DPSCSD)</i>	<i>10/7/98</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0400</i>	<i>Referrals for Mental Health Services (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0401</i>	<i>Referral Log (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0410</i>	<i>Crisis Intervention (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0425</i>	<i>Individual Treatment Plans (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0430</i>	<i>Individual Counseling (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0440</i>	<i>Group Counseling (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0450</i>	<i>Special Needs Identification (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0451</i>	<i>Special Needs Unit Operation (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0470</i>	<i>Psychiatric Services (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0480</i>	<i>Pharmacotherapy (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0481</i>	<i>Psychotropic Medication Monitoring (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0490</i>	<i>Consultation Services (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0500</i>	<i>Mental Health Treatment - Inpatient (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0510</i>	<i>Referral to a Mental Health Unit (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0530</i>	<i>Use of Restraints in Mental Health Units (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0560</i>	<i>Emergency Psychiatric Medication (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>		<i>1</i>		<i>x</i>	
<i>OTS.124.0900</i>	<i>Monthly Reports (DPSCSD)</i>	<i>12/20/00</i>	<i>ACL</i>				<i>x</i>	
<i>OTS 124 Series</i>	<i>Suicide Prevention Activities Manual (OTS) (DPSCSD)</i>	<i>7/9/07</i>	<i>ACL</i>				<i>x</i>	
<b>126 ~ SOCIAL WORK (DPSCSD) (OTS) (DPSCSD)</b>								
<i>OTS 126 Series</i>	<i>Social Work Services Program Operations Manual (OTS) (DPSCSD)</i>	<i>11/30/07</i>	<i>PENDING</i>		<i>1</i>		<i>x</i>	
<b>130 ~ MEDICAL AND DENTAL SERVICES</b>								

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<i>OTS 130 Series</i>	<i>Chronic Disease Management Manual (OTS) (DPSCSD)</i>	<i>1/4/10</i>	<i>PENDING</i>		1			x
<i>OTS 130 Series</i>	<i>Infirmiry Care Manual (OTS) (DPSCSD)</i>	<i>1/4/10</i>	<i>PENDING</i>		1			x
<i>OTS 130 Series</i>	<i>Medical Evaluations Manual (OTS) (DPSCSD)</i>	<i>1/4/10</i>	<i>PENDING</i>		1			x
<i>OTS 130 Series</i>	<i>Pregnancy Management Manual (OTS) (DPSCSD)</i>	<i>1/4/10</i>	<i>PENDING</i>		1			x
<i>OTS 130 Series</i>	<i>Sick Call Manual (OTS) (DPSCSD)</i>	<i>1/4/10</i>	<i>PENDING</i>		1			x
<i>OTS 130 Series</i>	<i>Substance Abuse Medical Management Manual (OTS) (DPSCSD)</i>	<i>1/4/10</i>	<i>PENDING</i>		1			x
<i>OTS 130 Series</i>	<i>Substance Abuse Treatment Services Operations Manual (OTS) (DPSCSD)</i>	<i>3/15/07</i>	<i>PENDING</i>		1			x
<i>DPSCS.130.0001</i>	<i>Fees for Inmate Medical Services (formerly SD 07-94)</i>	<i>12/12/94</i>			1			x
EmD.DOC.130.0008	Medical Parole ( <b>Rescission Notice</b> )							
EmD.DOC.130.0030	Examination of Inmates by Private Medical/Psychiatric/Psychological Professionals ( <b>Rescission Notice</b> )							
<b>130-100 PRIMARY/SPECIALTY MEDICAL SERVICES</b>								
118	Chronic Care Clinics (DPSCSD)	10/17/97	ACL		1			
	Inmate Hunger Strike (OTS) (DPSCSD)	2/1/98	ACL		1	xxx		
<b>130-200 INFECTION CONTROL MANUAL</b>								
	(IIN) Food Services Infection Control and Sanitation	7/1/94			2			
	Surveillance and Treatment: Involuntary Testing for HIV Infection	3/1/95			2			
130-400	Medical Diet Manual (DPSCS)	8/1/04	AC		1		N/A	
<b>130-600 MEDICAL RECORDS</b>								
610	Medical Records Format	3/1/95	ACL		1			
<b>130-800 HEALTH CARE CONTRACT MANAGEMENT</b>								
SECT. 001	Assessment of Damages and Withholds (DPSCSD)	11/6/97			1			
<b>131 ~ PRIMARY/SPECIALTY MEDICAL SERVICES</b>								
<b>132 ~ INFECTION CONTROL</b>								
<i>OTS 132 Series</i>	<i>Infection Control Manual (OTS) (DPSCSD)</i>	<i>1/4/10</i>	<i>PENDING</i>		1			x
<b>133 ~ PHARMACY SERVICES</b>								
<i>OTS 133 Series</i>	<i>Pharmacy Services Manual (OTS) (DPSCSD)</i>	<i>1/4/10</i>	<i>PENDING</i>		1			x
<b>134 ~ MEDICAL SERVICES</b>								
<b>135 ~ EDUCATION AND OCCUPATIONAL SERVICES</b>								
DOC.135.0001	Organization of Educational Services	9/7/04	AL		2		x	x
DOC.135.0002	Library Services	3/1/06	ALS	2	2		x	x

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DOC.135.0003	Special Education Services	9/7/04	ACL		2		x	x
DOC.135.0004	Correspondence Courses	6/30/02	AL		2		x	x
DOC.135.0005	Advanced Educational Opportunities	6/30/02	AL		2	xxx	x	x
DOC.135.0006	Occupational Education Programs and Services	5/1/04	AL		2		x	x
DOC.135.0007	Academic Education Program Services	6/30/02	AL		2		x	x
<b>136 ~ MEDICAL RECORDS</b>								
<i>OTS 136 Series</i>	<i>Medical Records Manual (OTS) (DPSCSD)</i>	<i>1/4/10</i>	<i>PENDING</i>		1			x
<b>137 ~ QUALITY IMPROVEMENT PROGRAM</b>								
<i>OTS 137 Series</i>	<i>Administration Manual (OTS) (DPSCSD)</i>	<i>1/4/10</i>	<i>PENDING</i>		1			x
<b>138 ~ HEALTH CARE CONTRACT MANAGEMENT</b>								
<b>140 ~ RELIGIOUS SERVICES PROGRAM</b>								
DOC.140.0001	Religious Services Manual (DCM)	8/15/08	ALS		2		x	x
<b>145 ~ RECREATION AND LEISURE SERVICES</b>								
DOC.145.0001	Recreation/Leisure Time Programs	9/1/07	AL		1	xxx	x	x
<b>150 ~ MARYLAND CORRECTIONAL ENTERPRISES</b>								
DOC.150.0001	Mission, Organization and Objectives	12/15/06	ALS		2	xxx	x	x
<b>160 ~ FOOD SERVICES</b>								
DOC.160.0001	Food Services Manual	4/8/09	AL		1		x	x
EmD.DOC.160.0002	Religious Diet Program	4/7/09	AL		1		x	x
<b>170 ~ VOLUNTEER SERVICES PROGRAM</b>								
DOC.170.0004	Volunteer Services - Policy and Procedure	3/1/87	AL	3	2	xxx	x	
DOC.170.0005	Inmate Organizations	3/15/89	ALS	1	2	xxx	x	
DOC.170.0008	Volunteer Activities Coordinator Access to Criminal History Information	12/1/94	AS	1	2	xxx	N/A	
DOC.170.0009	Youth Diversion and Community Education Program	8/1/97	AL		2	xxx	x	
<b>175 ~ COMMISSARY</b>								
DOC.175.0001	Establishment of the Welfare Fund and Operation of the Commissary	4/8/93	AL		2		x	x
DOC.175.0002	Indigent Inmates	4/15/02	ALS	1	1	xxx	x	x
DOC.175.0003	Inmate Special Commissary	1/1/97	ALS		1	xxx	x	x
DOC.175.0004	Commissary Over the Counter (OTC) Medication	5/1/09	ALS		1		x	x
<b>180 ~ INMATE GRIEVANCES</b>								
DOC.180.0000	Manual for Inmate Grievance Representatives	10/1/95	ACL		2		x	
DOC.180.0001	Headquarters Organization and Management	3/1/96	ACL		2		x	x
DOC.180.0002	Institutional Organization and Management	3/1/96	ACL	1	2		x	x
DOC.180.0003	Institutional Case Preparation and Presentation	3/1/96	ACL	1	2		x	x

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DOC.180.0004	Institutional Post-Hearing Actions	3/1/96	ACL		2		x	x
DOC.180.0005	Inmate Grievance Settlement Agreement	7/15/95	ACL		2		x	x
<b>185 ~ ADMINISTRATIVE REMEDY PROCEDURES</b>								
DOC.185.0001	Definitions	8/27/08	ALS		2		x	x
DOC.185.0002	Administrative Remedy Procedure Policy	8/27/08	ALS		2		x	x
DOC.185.0003	Institutional Administrative Remedy Procedures	8/27/08	ALS		2		x	x
DOC.185.0004	Headquarters Administrative Remedy Procedures	8/27/08	ALS		2		x	x
DOC.185.0008	Inmate Business	7/1/90	ACL		2		x	x
<b>195 ~ VISITORS</b>								
<i>DPSCS.195.0001</i>	<i>Visits to Correctional Facilities by Public Officials (formerly SDD 08-2006)</i>	<i>9/28/86</i>			1			x
DOC.195.0001	Inmate Visiting Regulations	7/1/07	ACDL	1	2	xxx	x	x
DOC.195.0003	Tours of Institutions and Facilities	2/8/08	AL		2	xxx	x	x
DOC.195.0004	Family Day	9/1/07	AL		2	xxx	x	x
<b>200 ~ INMATES</b>								
DOC.200.0001	Inmate Rights	12/7/01	AL		2		x	x
<i>DPSCS.200.0002</i>	<i>Inmate Telephone System (formerly SDD 02-2005)</i>	<i>3/1/05</i>			1			x
DOC.200.0002	Legal Assistance	7/15/07	ABCL		1		x	x
<b>220 ~ INMATE PROPERTY AND CLOTHING</b>								
DOC.220.0001	General Property Policy	2/1/95	AL	1	2	xxx	x	x
DOC.220.0002	Clothing	2/1/95	AL	2	2	xxx	x	
DOC.220.0004	Inmate Personal Property	10/1/05	ACDL	3	2		x	x
EmD.DOC.220.0004	Inmate Personal Property (Change Notice)	10/22/08	ACDL				x	
DOC.220.0007	Inmate Package/Catalog Orders	1/1/97	ALS	2	2	xxx	x	x
DOC.220.0008	Reimbursement of Inmate Personal Property	11/1/01	AL		2		x	x
<b>230 ~ TRANSFERS</b>								
DOC.230.0001	Transfer of Local Inmates into DOC Custody	12/15/85	ALS	1	2		x	x
DOC.230.0002	Transfer of DOC Committed Offenders from Local Jurisdictions	11/20/07	ACS		2		N/A	x
DOC.230.0003	Transfers to Patuxent Institution	9/7/04	ACL		2		x	x
DOC.230.0004	Inmate Transfers and Housing	12/7/07	ACDL		2	xxx	x	x
EmD.230.0005	Inmate Release Process	3/26/09	ALS		2		x	x
<b>245 ~ INMATE FINANCES</b>								
DOC.245.0001	General	5/15/02	AL	1	1		x	x
<i>DPSCS.245.0002</i>	<i>Interpleader for Inmate Funds (formerly SDD 06-2005)</i>	<i>10/28/05</i>			1			x
DOC.245.0002	Cost Assessment of Returning an Escapee	12/21/06	AL		1		x	x
DOC.245.0003	Inmate Donations to Charity	9/1/07	AL		1	xxx	x	x

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DOC.245.0005	Inmate Assignments and Wage Scales	9/15/07	ACL		1	xxx	x	x
DOC.245.0006	Cash and Personal Checks	7/20/05	ACLS		1	xxx	x	x
DOC.245.0007	Private Sector/Prison Industry Enhancement Certification Program	8/1/06	ALS		1		x	x
<b>250 ~ INMATE MAIL AND READING MATERIAL</b>								
DOC.250.0001	Incoming and Outgoing Mail	7/15/89	ACLS	2	2	xxx	x	x
<b>270 ~ INMATE DEATHS</b>								
<i>OTS 270 Series</i>	<i>Inmate Deaths Manual</i>	<i>1/4/10</i>	<i>PENDING</i>		<i>1</i>			
DOC.270.0001	Procedures for Handling Inmate Deaths	5/15/07	AL	1	2	xxx	x	x
DOC.270.0002	Funeral and Burial Expenses of Indigent Inmates	7/30/00	ACL		2		x	x
<b>LEGEND (Agency Acronyms)</b>								
"DPSCS."	Department of Public Safety and Correctional Services							
"DPSCSD."	Department of Public Safety and Correctional Services Directive							
"OTS."	Office of Treatment Services							
"SDD."	Secretary's Department Directive							
"DOC."	Division of Correction							
"ITCD."	Information Technology & Communications Division							
"(DCM)"	Division of Correction Manual							
<b>SECRETARY DIRECTIVES (SDD) or DPSCSDs RESCINDED OR CONVERTED TO DEPARTMENTAL DIRECTIVES</b>								
02-87	Deputy Secretary of DPSCS - Duties and Responsibilities	3/26/87						x
03-87	Bill Payments (known as DPSCS.040.0002)	8/3/87			Rescinded 2/25/09			x
03-88	Audits and Compliances (known as DPSCS.010.0002)	6/6/88			Rescinded 2/17/93			x
04-88	Budget - Spending Approvals (known as DPSCS.040.0003)	8/3/88			Rescinded 6/8/09			x
06-88	Compensatory Time - Out of State Travel (known as DPSCS.050.0001)	12/8/88			Rescinded 6/8/09			x
01-89	Release of Information on Employees (known as DPSCS.050.0003)	1/24/89			Rescinded 6/8/09			x
06-89	Maryland State Telephone Policy (known as DPSCS.020.0003)	7/8/89			Rescinded 6/9/09			x
07-89	Parole Retake Warrant Processing (known as DPSCS.110.0001)	7/27/89			Rescinded 6/8/09			x
09-89	Policy Regarding Health, Life and Safety Hazards (known as DPSCS.080.0002)	9/15/89			Rescinded 1/23/06			x
01-90	Approval for "Work" Trips (known as DPSCS.040.0005)	1/1/90			Rescinded 6/9/09			x
02-90	Centralized Hiring - Correctional Officers (known as DPSCS.050.0005)	2/6/90			Rescinded 6/8/09			x
03-90	Mid Career Fellowship Program - University of Maryland (known as DPSCS.030.0001)	3/28/90			Rescinded 5/1/09			x
05-90	Use of Recycled Paper Products (known as DPSCS.065.0004)	7/12/90			Rescinded 6/8/09			x
06-90	Division of Facilities Maintenance	7/30/90						x

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Directive or Manual NO.	PROGRAM NUMBERS AND TITLES	DATE	DISTRIBUTION	CN	STATUS	DOC ID REQUIRED	DOC CD ROM	DPSCS SAFETY NET
07-90	Reward (known as DPSCS.020.0004)	8/13/90			Rescinded 6/8/09			x
08-90	Employee Participation in Military Reserve Units	8/15/90						x
03-91	Cooperative Assistance and Resources for Employment (CARE) Programs (known as DPSCS.050.0009)	3/4/91			Rescinded 6/8/09			x
05-91	Standard Workweek (known as DPSCS.050.0010)	5/8/91			Rescinded 6/8/09			x
07-91	Division of Pretrial Detention and Services (Creation and Transition) (known as DPSCS.010.0005)	6/14/91			Rescinded 6/8/09			x
09-91	Department Property Management Reorganization	8/19/90						x
10-91	Departmental Emergency Media Plan and Attachment -- DOC/Patuxent/Baltimore Detention Center Emergency Media Plan (known as DPSCS.020.0007)	11/19/90			Rescinded 6/8/09			x
01-92	Americans With Disabilities Act 1990	1/24/92						x
02-92	State Employees' Furlough Plan (known as DPSCS.050.0012)	1/30/92			Rescinded 5/1/09			x
06-92	Reimbursement of Operating Expenses for Home Detention Programs Under Article 27, Section 690, Annotated Code of Maryland (HB 474/Local Jail Backup) (known as DPSCS.040.0006)	6/5/97			Rescinded 6/8/09			x
01-93	Compensation for On-Call Time (known as DPSCS.050.0014)	4/15/93			Rescinded 6/8/09			x
02-93	Employee Tuberculosis Prevention Program	12/19/94						x
04-93	Department Fleet Management	5/24/93						x
06-93	Incentive Awards Program (known as DPSCS.050.0016)	9/20/93			Rescinded 6/8/09			x
01-94	Office of the Inspector General (known as DPSCS.010.0008)	5/10/96			Rescinded 6/8/09			x
03-94	State Economic Growth, Resource Protection and Planning Policy (known as DPSCS.065.0008)	7/19/94			Rescinded 6/8/09			x
04-94	Department Lease Management	8/29/94						x
05-94	Verification of Qualifications (known as DPSCS.050.0017)	10/7/94			Rescinded 6/8/09			x
06-94	Procedure for Release of Employees Under Emergency Condition (known as DPSCS.050.0018)	3/21/97			Rescinded 6/8/09			x
07-94	Fees for Inmate Medical Services	12/12/94						x
01-95	Suspended and Debarred Persons or Businesses (known as DPSCS.065.0010)	3/13/95			Rescinded 6/8/09			x
02-95	Compensation of Clergy-Parsonage Allowance (known as DPSCS.040.0008)	3/3/95			Rescinded 6/8/09			x
03-95	Custody and Security on Major Construction Projects	3/21/95						x
04-95	Legislative Audit Response Preparation (known as DPSCS.010.0009)	9/20/95			Rescinded 6/8/09			x
05-95	Smoking Policy (known as DPSCS.055.0006)	5/30/95			Rescinded 6/8/09			x

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09-95	Prevention of Software Copyright Infringement (known as DPSCS.035.0001)	11/15/95			Rescinded 6/8/09			x
02-96	Longevity Ribbons for Uniformed Correctional Staff (known as DPSCS.050.0021)	10/23/96			Rescinded 6/8/09			x
01-97	Facility Security Staffing Plan, Security Staffing Analysis and Overtime Usage	3/3/97						x
03-97	Mandatory Supervision of Offenders Serving a Sentence of 12 Months or Less (known as DPSCS.100.0002)	9/9/97			Rescinded 6/8/09			x
03-98	Equal Opportunity Review of Personnel Transactions (known as DPSCS.050.0023)	1/15/98			Rescinded 6/8/09			x
06-98	Federal Omnibus Consolidated Appropriation Act of 1997	2/19/98						x
01-03	Secretary's Department Directives	5/1/03						x
02-03	Office of Planning, Policy, Regulations and Statistics	6/17/03						x
04-03	Communication's Office	7/23/03			Converted to DPSCS.010.0013			x
06-03	Correctional Facility Key Indicators Statistical Reporting System	12/5/03			Converted to DPSCS.035.0002			x
01-04	Dissemination of Written Materials in Officer's Dining Rooms (known as DPSCS.010.0001)	1/12/04			Rescinded 2/26/09			x
02-04	Security - Inmate Transport	2/1/04			Converted to DPSCS.110.0003			x
03-04	Forms Management	4/16/04			Converted to DPSCS.020.0014			x
05-04	Minority Business Enterprise Program	4/20/04			Converted to DPSCS.020.0015			x
07-04	Personal Appearance Policy	5/19/04			Converted to DPSCS.050.0029			x
11-04	Respiratory Protection	8/9/04			Converted to DPSCS.055.0007			x
12-04	Cellular Telephone Policy	9/3/04			Converted to DPSCS.020.0013			x
13-04	Sexual Misconduct	9/10/04			Converted to DPSCS.050.0030			x
15-04	Office of Treatment Services	12/3/04			Converted to DPSCS.010.0014			x
16-04	Posts and Post Orders	12/1/04			Converted to DPSCS.110.0004			x

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01-05	Departmental Research Committee	3/1/05			<i>Converted to DPSCS.110.0015</i>			x
02-05	Inmate Telephone System	3/1/05			<i>Converted to DPSCS.200.0002</i>			x
03-05	Female Offender Management Work Group	3/3/05						x
04-05	Internal Investigative Unit	3/10/05			<i>Converted to DPSCS 010.0017</i>			x
05-05	Use of Force	3/10/05			<i>Converted to DPSCS.110.0005</i>			x
06-05	Interpleader for Inmate Funds	10/28/05			<i>Converted to DPSCS.245.0002</i>			x
07-05	Self-Harm and Suicide Prevention	10/28/05			<i>Converted to DPSCS.110.0006</i>			x
01-06	Approved Identification	1/9/06			<i>Converted to DPSCS.020.0017</i>			x
02-06	Environmental and Risk Management Operations	1/23/06						x
03-06	Professional Development and Training Division	2/10/06			<i>Converted to DPSCS.010.0018</i>			x
04-06	Recreational or Charitable Activities	4/4/06						x
05-06	Exposure Control Plan for Occupational Exposure to Bloodborne Pathogens	4/19/06			<i>Converted to DPSCS.055.0008</i>			x
06-06	Unfair Employment Practices, Discrimination, Harassment, and Retaliation	6/29/06						x
08-06	Visits to Correctional Facilities by Public Officials	9/28/06			<i>Converted to DPSCS.195.0001</i>			x
09-06	Division of Capital Construction and Facilities Maintenance	12/4/06						x
01-07	Office of Legislative Affairs	4/13/07			<i>Converted to DPSCS.010.0020</i>			x
02-07	Flag Protocol	6/20/07			<i>Converted to DPSCS.020.0020</i>			x
03-07	Inventory Control of Technology Equipment	7/10/07			<i>Converted to DPSCS.020.0021</i>			x
04-07	Contraband - Criminal Violations	10/17/07			<i>Converted to DPSCS.105.0001</i>			x
<i>DPSCSD.110.0024</i>	<i>Emergency Operations Plan (DPSCSD) (Replaced by DPSCS.080.0005)</i>	<i>1/1/00</i>	<i>AS</i>		<i>Rescinded 4/17/09</i>	<i>xxx</i>	<i>N/A</i>	<i>N/A</i>

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05-07	Use of Electronic Mail and Internet Services	10/26/07			<i>Converted to DPSCS.035.0003</i>			x

Status:

1 - Current

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## Division of Correction Information Bulletins (DCIB)

Appendix 1 to DOC.001.0001

DCIB NO.	TITLE	DATE	EFFECTIVE DATE	EXPIRATION DATE	DISTRIBUTION	STATUS	CD ROM	SAFETY NET
01-10	Personnel Appointments	1/12/10 (Revised 1/15/10)			ALS	1	x	x
02-10	Religious Holy Days and Seasonal Observances ( <b>place in Religious Services Manual, DOC.140.0001</b> )	2/1/10	2/1/10	Effective Until Rescinded		1		x
03-10	Fitted Protective Vests ( <b>place in DOC.050.0043</b> )	1/10/10	1/10/10	Effective Until Rescinded	AS	1		x
04-10	Release to USMS Detainer ( <b>place in DOC.230.0005, Inmate Release Process</b> )	1/19/10	1/19/10	Effective Until Rescinded	ALS	1	x	x
05-10	DPSCS Standardized Menus ( <b>place in Food Services Manual DOC.160.0001</b> )	2/1/10	2/8/10	Effective Until Rescinded	ACDLS	1	x	x
06-10	Standardized Menu Guidelines ( <b>place in Food Services Manual DOC.160.0001</b> )	2/1/10	2/8/10	Effective Until Rescinded	AS	1		x
07-10	Personnel Promotions	2/1/10			ALS	1	x	
08-10	Community Transitional Special Leaves ( <b>place in Case Management Manual DOC.100.0001</b> )	2/5/10	2/8/10	Effective Until Rescinded	ACDL	1	x	
01-09	Fitted Protective Vests	1/9/09	1/9/09	1/9/10	AS			x
02-09	Personnel Appointments and Reassignments	3/23/09			ALS	1	x	x
03-09	Personnel Appointment	4/16/09			ALS	1	x	x
04-09	Personnel Appointments	5/11/09			ALS	1	x	x
05-09	Personnel Appointments	5/13/09			ALS	1	x	x
06-09	Facility Name Changes ( <b>CMCF &amp; HLTCF</b> )	6/11/09	7/1/09		ALS	1	x	x
07-09	Personnel Appointment	6/18/09			ALS	1	x	x
08-09	Transportation Restraints for Lesser Security Inmates ( <b>Rescinded by DCIB 12-09</b> )	7/22/09		Rescinded 8/13/09	AD			x
09-09	DCIB Renewal ( <b>DCIB # 05-08, 08-08, 16-08, 19-08, 25-08, 26-08, 28-08, 35-08, 40-08</b> )	7/20/09		Effective Until Incorporated in Directive	ACDLS	1	x	x
10-09	Personnel Appointments	7/21/09			ALS	1	x	x
11-09	DCIB Renewal: Medical Diets and Commissary Privileges	7/30/09	6/11/09	Effective Until Incorporated in Directive	AL	1	x	x
12-09	Transportation Restraints for Lesser Security Inmates (Rescinded DCIB 08-09)	8/13/09			AD	1		x
14-09	Personnel Appointments	9/3/09			ALS	1	x	x

Status:

1 - DCIB Current

2 - DCIB is under review

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## Division of Correction Information Bulletins (DCIB)

Appendix 1 to DOC.001.0001

15-09	Authorized OBSCIS Users - Institutional Traffic Officers ( <b>place in 35 series directives</b> )	12/3/09		Effective Until Rescinded	S	1		x
16-09	Personnel Appointments	12/3/09			ALS	1	x	x
17-09	Inmates Participating in Outside Detail Assignments with a History of Escape ( <b>place in Case Management Manual, DOC.100.0001</b> )	12/4/09	12/4/09	Effective Until Rescinded	ACL	1	x	x
19-09	Personnel Appointments	12/10/09			ALS	1	x	x
20-09	Inmate Access to DPSCS Standards of Conduct	12/14/09			ALS	2	x	x
01-08	Incident Reporting Manager (FIRM)	1/9/08	1/14/08	1/14/09	A			x
02-08	Personnel Appointments	3/3/08			ALS	1	x	x
03-08	Personnel Appointments & Re-assignments	1/28/08			ALS	1	x	x
04-08	Monthly Update for Contractual & Volunteer Employees	1/28/08	2/1/08	1/31/09	S			x
05-08	High Risk Inmate Transport (Renewed)	2/27/08	3/1/08	Effective Until Incorporated in a directive	AS	1		x
06-08	Inmate-to-Inmate Correspondence	3/6/08	2/16/08	2/16/2009 or when Directive is in Effect	AS	1		x
07-08	Personnel Appointment	3/6/08			ALS	1	x	x
08-08	Inmate Photos (Renewed) ( <b>place in 110 series</b> )	3/14/08	3/14/08	Effective Until Incorporated in a directive	A	1		x
09-08	DOC Headquarters Unit Name Change	3/20/08	IMMEDIATELY		S	1		x
10-08	Internet Access (Revised) ( <b>place in 35 series</b> )	3/20/08			ABCDS	1		x
11-08	Personnel Appointment	3/27/08			ALS	1	x	x
12-08	DOC Headquarters Unit Name Change	4/2/08	IMMEDIATELY		A	1		x
13-08	Authorized OBSCIS Users - Institutional Traffic Officers	4/15/08	4/15/08	4/15/09	S			x
14-08	Resolutions, Reimbursements and Pending Expenses Related to the Former Maryland House of Correction	4/14/08	3/3/08	3/3/09	AS			x
15-08	Procedure for Subpoenas to Produce Inmate Records ( <b>place in DOC.020.0012, Access to Inmate Case Records.</b> )	4/21/08	4/21/08	4/21/09	ACLS		x	x
16-08	Distribution of Security Policy Documents (Revised) (Renewed) ( <b>place in DOC.001.0002, draft Guidelines for Developing Policy, Procedures and Publications</b> )	6/2/08	6/2/08	Effective Until Incorporated in directive	ADS	1		x

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1 - DCIB Current

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## Division of Correction Information Bulletins (DCIB)

Appendix 1 to DOC.001.0001

17-08	Use of Current Letterhead <b>(place in DOC.020.0001, Forms Management)</b>	5/7/08	5/7/08	5/7/09	AL		x	x
18-08	Personnel Appointment	5/5/08			ALS	1	x	x
19-08	Proper Email Format (Renewed) <b>(place in DOC.020.0001, Forms Management)</b>	6/2/08	7/1/08	Effective Until Incorporated in directive	AL	1	x	x
20-08	Personnel Appointment	6/9/08			ALS	1	x	x
21-08	Medical Diets and Commissary Privileges (Renewed) <b>(issue a new directive)</b>	6/11/08	6/11/08	Effective Until Incorporated in directive	AL	1	x	x
22-08	New Hire Referral Pilot Program	6/11/08	2/12/08	2/12/09 or Effective until directive is issued	AS			x
23-08	Security Level Inmates-Adjustment History Sentencing Matrix and Sanctions	6/13/08	6/13/08	Effective until COMAR 12.02.27 is amended	ALS	1	x	x
24-08	Personnel Appointment	6/23/08			ALS	1	x	x
25-08	Transporting Inmates in Alternative Clothing in a Medical Emergency (Renewed) <b>(place in DOC.220.0004, Inmate Personal Property and DOC.110.0042, Hospital and Medical Center Transports and Escorts)</b>	6/26/08	6/26/08	Effective until incorporated into applicable directive	ALS	1	x	x
26-08	Forfeiture of Inmate Property Used to Conceal Contraband (REVISED) (RENEWED) <b>(place in DOC.220.0004, Inmate Personal Property)</b>	7/10/08	7/10/08	Effective until incorporated into applicable directive	ACDL	1	x	x
27-08	Personnel Reassignments	6/27/08			ALS	1	x	x
28-08	Serious Incident Reporting (Renewed) <b>(place in DOC.020.0003, Serious Incident Reporting)</b>	6/24/08	6/24/08	Effective until incorporated into applicable directive	ALS	1	x	x
29-08	The Body Orifice Security Scanner (BOSS II) Chair	7/10/08	7/10/08	7/10/09	A			x
30-08	Personnel Appointments	7/10/08			ALS	1	x	x
31-08	Personnel Appointments	7/10/08			ALS	1	x	x
32-08	Recruitment for Execution Process	7/22/08			AS	1		x
33-08	Western Region Release Process	8/27/08	8/27/08	8/26/09	ACLS		x	x
34-08	Personnel Appointment	9/30/08			ALS	1	x	x

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## Division of Correction Information Bulletins (DCIB)

Appendix 1 to DOC.001.0001

35-08	Overtime (Renewed)	9/30/08	10/1/08	Effective until incorporated into applicable directive	ALS	2	x	x
36-08	Maryland Correctional Employee Association (MCEA) Access to State Facilities	10/2/08	10/2/08	Effective Until Rescinded	ALS	1	x	x
37-08	Personnel Appointment and Assignments	10/8/08			ALS	1	x	x
38-08	Digital Conversion Process	10/27/08	10/27/08	10/27/09	AL		x	x
40-08	Medical Services Employee Identification (Renewed)	10/27/08	10/27/08	Effective until incorporated into applicable directive	ADL	1	x	x
01-07	Personnel Appointments	2/5/07			AS	1		x
02-07	Inmate-to-Inmate Correspondence	2/22/07	2/15/07	2/15/2008 (or when Directive is in effect)	AS	2		x
03-07	Methicillin Resistant Staphylococcus Aureus (MRSA)	3/1/07	3/1/07	3/1/08	ABS			x
04-07	Personnel Appointments	3/30/07			A	1		x
05-07	Personnel Appointments	5/3/07			A	1		x
06-07	Overtime Authorization and Reporting Procedures <b>(under review)</b>	6/7/07	IMMEDIATELY		A	2		x
07-07	Legal Size (8 1/2 x 14) Paper	6/4/07	IMMEDIATELY		ALS	1	x	x
08-07	Personnel Appointments	6/11/07			ALS	1	x	x
09-07	Personnel Appointments	6/15/07			ALS	1	x	x
10-07	Special Project Credit for Housing - COMAR 12.02.06.04	7/12/07			ACLS	1	x	x
11-07	Additional Requirement for SIR Notification Process	7/13/07	IMMEDIATELY		AD	2		x
12-07	Personnel Appointments	8/15/07			AS	1		x
13-07	Assignment to Administrative Segregation: Behavior Management	8/13/07	7/23/07	7/22/08	ACLS		x	x
14-07	Western Region Release Process	8/22/07	8/27/07	8/26/08	ACLS		x	x
15-07	Special Project Credit for Assignment	8/27/07			ACLS	1	x	x
16-07	Personnel Appointments	9/11/07			AS	1		x
17-07	Regional Safe Practices Hotline	10/1/07	9/1/07	9/1/08	AS			x
18-07	Media Sensitive Incidents & Emergencies	10/3/07	10/3/07	10/3/08	AS			x
19-07	Behavior Management Program <b>(under review)</b>	10/8/07	10/5/07	In Effect Until Directive is Developed	ACLS	2	x	x
20-07	Coveralls and Utility Uniforms <b>(place in DOC.050.0043)</b>	10/20/07	11/1/07	11/1/08	AS			x

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## Division of Correction Information Bulletins (DCIB)

Appendix 1 to DOC.001.0001

21-07	Personnel Appointments	11/15/07			AS	1		x
22-07	Personnel Appointments	11/29/07			ALS	1	x	x
23-07	Personnel Appointments	12/31/07			ALS	1	x	x
24-07	Notification Process for Reporting Priority 1 Serious Incidents	12/6/07	12/11/07	12/11/08	AS			x
25-07	Internal Investigative Unit Folders	12/3/07	12/1/07	12/1/08	A			x
26-07	Daily Meal Count	12/28/07	1/7/08	1/7/09	AS			x
27-07	Personnel Appointments	12/20/07			ALS	1	x	x
01-06	Holiday Planning at Division of Correction Facilities	2/21/06	1/16/06	1/1/07	A			x
02-06	Stouffer v. Pearson-Recalculation of Certain Consecutive Sentences	1/13/06			AS	1		x
03-06	Correctional Officer Jeffrey Wroten	1/30/06			AS	1		x
04-06	Methicillin Resistant Staphylococcus Aureus (MRSA) <b>(under review for rescission if not already rescinded)</b>	3/1/06	3/1/06	Effective Until a Directive is Developed	ABS	2		x
05-06	Personnel Appointments	2/21/06			AS	1		x
08-06	Inmate-to-Inmate Correspondence <b>(place in 250.0001, Incoming and Outgoing Mail)</b>	2/15/06	2/15/06	Effective Until a Directive is in Effect	AS	2		x
09-06	Secretary, DPSCS vs. Demby - Recalculation of Housing Credits	2/21/06			AS	1		x
10-06	Institutional Name Change <b>(Rescission of DCIB 07-06)</b>	3/1/06			AS	1		x
11-06	Inmate Release Clothing	4/1/06	4/1/06	4/1/07	AL		x	x
12-06	Polo-style Short Sleeve Shirts for Uniformed Officers <b>(Rescinded by DCIB 19-06, dated 6/19/06)</b>	4/1/06	5/1/06	Rescinded 7/01/06	AD			x
14-06	Institutional Quarterly Inventories	4/10/06		10/2/06 <b>(DCIB 30-06)</b>	AS			x
15-06	Personnel Appointments	4/24/06			AS	1		x
16-06	Institutional Name Change (MHC-A to JCI)	5/17/06			AS	1		x
18-06	Diminution Credits - Additional Qualifying Special Projects	6/9/06			ACLS	1	x	x
19-06	Polo-style Short Sleeve Shirts for Uniformed Officers <b>(Rescinds DCIB #12-06, dated 5/1/06)</b>	6/19/06	7/1/06	9/30/06 or until DCM 50-43 is Revised	AD	1		x
20-06	Personnel Appointments	7/17/06			AS	1		x
21-06	Personnel Appointments	7/24/06			AS	1		x
22-06	Correctional Officer David Warren McGuinn	7/31/06			AS	1		x
23-06	Personnel Appointments	8/10/06			AS	1		x
24-06	Temporary Assignments	8/14/06			AS	1		x

Status:

1 - DCIB Current

2 - DCIB is under review

Current As Of: February 8, 2010

## Division of Correction Information Bulletins (DCIB)

Appendix 1 to DOC.001.0001

25-06	Personnel Appointments	8/16/06			AS	1		x
26-06	Disciplinary Segregation ( <b>Rescinded DCIB #03-05 &amp; DCIB 21-05</b> )	12/15/06	1/7/07	1/1/08	ACDL		x	x
27-06	RESTART	9/1/06			ACLS	2	x	x
28-06	Regional Safe Practices Hotline	9/15/06	9/1/06	9/1/07	AS			x
30-06	Institutional Quarterly Inventories	10/2/06			AS	1		x
31-06	Personnel Appointments	9/25/06			AS	1		x
32-06	Personnel Appointments	9/28/06			AS	1		x
33-06	Personnel Appointments	9/28/06			AS	1		x
34-06	Personnel Appointments	10/13/06			AS	1		x
35-06	Additional Inmate Rule Violations	10/19/06			ALS	2	x	x
36-06	Personnel Appointments	10/25/06			AS	1		x
01-05	Holiday Planning at Division of Correction Facilities	1/6/05	1/6/05	1/1/06	A			x
02-05	Inmate-to-Inmate Correspondence	1/14/05	2/15/05	2/15/2006 or Until a Directive is in effect	AS	2		x
03-05	Administrative and Disciplinary Segregation Units ( <b>Rescinded by DCIB #26-06 on 1/1/07</b> )	1/18/05	1/18/05	1/18/06 or Until a Directive is in effect	ADS			x
04-05	Personnel Change	1/20/05			AS	1		x
05-05	Personnel Change	2/2/05			AS	1		x
06-05	Rotation Assignment Pilot Program	2/3/05	2/16/05	1/3/06	AD			x
07-05	Mini-14 Rifle ( <b>place in DOC.110.0009, Firearms directive</b> )	2/10/05			AD	2		x
08-05	Inmate Release Clothing	3/7/05	4/1/05	4/1/06	AL		x	x
09-05	Personnel Appointments	3/4/05			AS	1		x
10-05	Acting Warden	3/21/05			AS	1		x
11-05	Temporary Personnel Assignments	3/23/05			AS	1		x
12-05	Acting Personnel Assignments	3/31/05			AS	1		x
14-05	Temporary Reassignment	4/22/05			AS	1		x
15-05	Take Your Daughter and Son to Work Day	4/28/05			AS	1		x
16-05	Temporary Reassignment	5/18/05			AS	1		x
17-05	Personnel Appointments	6/9/05			AS	1		x
18-05	Personnel Appointments	6/15/05			AS			x
21-05	Disciplinary Segregation ( <b>Rescinded 01/1/07 by DCIB #26-06</b> )	6/30/05	7/1/05	7/1/06	ACDL		x	x
22-05	Personnel Appointments	6/28/05			AS	1		x
23-05	Personnel Appointments	7/1/05			AS	1		x
24-05	Temporary Reassignment	7/20/05			AS	1		x

Status:

1 - DCIB Current

2 - DCIB is under review

Current As Of: February 8, 2010

## Division of Correction Information Bulletins (DCIB)

Appendix 1 to DOC.001.0001

25-05	Facility Incident Reporting Manager (FIRM) <b>(to be rescinded)</b>	9/19/05			A	2		x
26-05	Personnel Appointments	9/22/05			AS	1		x
27-05	Personnel Appointments	10/26/05			AS	1		x
28-05	Temporary Assignments	11/1/05			AS	1		x
29-05	Personnel Appointments	11/14/05			AS	1		x
30-05	Personnel Appointments	11/22/05			AS	1		x
02-04	Personnel Change	1/21/04			AS	1		x
03-04	Personnel Change	1/21/04			AS	1		x
04-04	Insensitive Treatment Program (ITP) <b>(under review)</b>	2/20/04			ACLS	2	x	x
06-04	Personnel Change	2/13/04			AS	1		x
07-04	Residential Substance Abuse Treatment (RSAT) Program <b>(under review)</b>	3/15/04			ACL	2	x	x
08-04	Personnel Change	3/12/04			AS	1		x
10-04	Personnel Change	6/15/04			AS	1		x
12-04	Religious Services Program Appendices <b>(to be rescinded)</b>	6/22/04			ALS	1/3/00	x	x
13-04	Personnel Changes	7/8/04			AS	1		x
14-04	Residential Substance Abuse Treatment (RSAT) Program	7/20/04			ACL	2	x	x
15-04	Intensive Treatment Program <b>(under review)</b>	7/20/04			ACLS	2	x	x
16-04	Protective Vests <b>(under review, place in DOC.050.0043 if needed)</b>	7/20/04			AD	2		x
17-04	Personnel Changes	7/28/04			AS	1		x
18-04	Personnel Change	8/6/04			AS	1		x
19-04	Firearms <b>(place in DOC.110.0009, Firearms)</b>	8/13/04			AD	2		x
20-04	Personnel Changes	8/17/04			AS	1		x
21-04	Personnel Changes	9/20/04			A	1		x
22-04	Duty Officer <b>(place in DOC.020.0003, Reporting Serious Incidents and DOC.110.0021, Program Inspections and Audits)</b>	9/25/04	9/29/04		AS	2		x
23-04	Recruitment for Execution Process	10/14/04			AS	1		x
24-04	Release Plans <b>(review and place in DOC.230.0005, Inmate Release Process)</b>	10/25/04			ACL	2	x	x
25-04	Personnel Changes	10/22/04			AS	1		x
28-04	Personnel Changes	11/15/04			AS	1		x
29-04	Personnel Changes	11/24/04			AS	1		x

Status:

1 - DCIB Current

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Current As Of: February 8, 2010

## Division of Correction Information Bulletins (DCIB)

Appendix 1 to DOC.001.0001

30-04	Rescission of DCIB #26-04: Rotation Assignment Pilot Program	2/14/04			ADS	1		x

Status:

1 - DCIB Current

2 - DCIB is under review

Current As Of: February 8, 2010



**Department of Public Safety and Correctional Services**  
General Post Orders

General Post Order NO.	TITLE	DATE	DISTRIBUTION	CN	STATUS	Facility Post Order Addendum REQUIRED	Date	Distribution
110-1-01	General Orders	1/1/06	Confidential					
110-1-02	Adjustment Coordinating Officer	1/1/06	Confidential					
110-1-03	Armory Officer	1/1/06	Confidential					
110-1-04	ARP/IGO Officer	1/1/06	Confidential					
110-1-05	Audit Compliance Coordinator	1/1/06	Confidential					
110-1-06	Chapel Officer	1/1/06	Confidential					
110-1-07	Commissary Officer	1/1/06	Confidential					
110-1-08	Control Center Officer	1/1/06	Confidential					
110-1-09	Control Center Officer-In-Charge	1/1/06	Confidential					
110-1-10	Education Area Officer	1/1/06	Confidential					
110-1-11	Entrance and Reception Officer	1/1/06	Confidential					
110-1-12	Escort & Relief Officer	1/1/06	Confidential					
110-1-13	Escort & Relief Officer-In-Charge	1/1/06	Confidential					
110-1-14	General Population Housing Officer	1/1/06	Confidential					
110-1-15	General Population Housing Officer-In-Charge	1/1/06	Confidential					
110-1-16	Housing Unit Control Center Officer	1/1/06	Confidential					
110-1-17	Inside Work Detail Officer	1/1/06	Confidential					
110-1-18	Institutional Training Coordinator	1/1/06	Confidential					
110-1-19	Key Control Officer	1/1/06	Confidential					
110-1-20	Medical Entrance Officer	1/1/06	Confidential					
110-1-21	Medical Infirmary Officer	1/1/06	Confidential					
110-1-22	Medical Isolation/Observation Officer	1/1/06	Confidential					
110-1-23	Medical Officer-In-Charge	1/1/06	Confidential					
110-1-24	Medical Patrol/Rover Officer	1/1/06	Confidential					
110-1-25	Mental Health Housing Officer	1/1/06	Confidential					
110-1-26	Outside Work Detail Officer	1/1/06	Confidential					
110-1-27	Perimeter Mobile Patrol Officer	1/1/06	Confidential					
110-1-28	Perimeter Tower Officer	1/1/06	Confidential					
110-1-29	Property Officer	1/1/06	Confidential					
110-1-30	Recreation/Gym Officer	1/1/06	Confidential					
110-1-31	Special Confinement Housing Officer	1/1/06	Confidential					
110-1-32	Special Confinement Housing Officer-In-Charge	1/1/06	Confidential					

Status:

1 - Current

2- Post Order is under review

Current As Of: February 8, 2010

**Department of Public Safety and Correctional Services**  
General Post Orders

Appendix 1 to DOC.001.0001

110-1-33	Tool Control Officer	1/1/06	Confidential					
110-1-34	Traffic Officer	1/1/06	Confidential					
110-1-35	Traffic Officer-In-Charge	1/1/06	Confidential					
110-1-36	Transportation Officer	1/1/06	Confidential					
110-1-37	Transportation Officer-In-Charge	1/1/06	Confidential					
110-1-38	Vehicle Gate/Sally Port Officer	1/1/06	Confidential					
110-1-39	Visiting Room Officer	1/1/06	Confidential					
110-1-40	Visiting Room Officer-In-Charge	1/1/06	Confidential					
110-1-41	Vocational/MCE Shop Officer	1/1/06	Confidential					

Status:

1 - Current

2- Post Order is under review

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**DIVISION OF CORRECTION RESCISSIONS**

**Calendar Year 2007-2009**

<b>Directive or Manual NO.</b>	<b>TITLE</b>	<b>DATE Rescinded</b>	<b>SAFETY NET</b>
DOC.100.0160	MCAC Policy	Jul-09	
DOC.100.0161	Assignment to and From the MCAC	Jul-09	
DOC.100.0162	MCAC : General Population	Jul-09	
DOC.100.0163	MCAC: Disciplinary Segregation	Jul-09	
DOC.100.0164	MCAC: Conditions of Confinement	Jul-09	
DOC.100.0165	Quality of Life Incentive Program	Jul-09	
EmD.DOC.105.0005	Rule Violations	Expired 10/15/09	
DOC.110.0026	Search Plans	4/30/09	
DOC.110.0040	Security Hand mitten	12/21/09	
DOC.130.0008	Medical Parole	1/7/08	
DOC.130.0030	Examination of Inmates by Private Medical/Psychiatric/Psychological Professionals	1/7/08	
DOC.130.0211	Protease Inhibitors <b>(DPSCSD)</b>	1/7/08	
DOC.140.0001	Table of Contents	8/15/08	
DOC.140.0002	Organization, Management/Operation and Administration	8/15/08	
DOC.140.0003	References	8/15/08	
DOC.140.0004	Policy	8/15/08	
DOC.140.0005	Definitions	8/15/08	
DOC.140.0006	Professional Staffing	8/15/08	
DOC.140.0007	Professional Development Program	8/15/08	
DOC.140.0008	Council of Clergy	8/15/08	
DOC.140.0100	Activities and Services	8/15/08	
DOC.140.0101	Providers of Group Services and Activities	8/15/08	
DOC.140.0102	Inmate Led Activities	8/15/08	
DOC.140.0105	Registration of Religious Preference	8/15/08	
DOC.140.0106	Alternative Congregate Activity	8/15/08	
DOC.140.0110	Name Change for Religious Reasons	8/15/08	
DOC.140.0111	Inmate Marriage	8/1/08	
DOC.140.0115	Request to Practice Religion	8/15/08	
DOC.140.0120	Worship	8/15/08	
DOC.140.0021	Oils Used in Congregate Prayer	8/15/08	
DOC.140.0125	Education	8/15/08	
DOC.140.0130	Holy Day Observances	8/15/08	
DOC.140.0135	Administration of Sacraments	8/15/08	
DOC.140.0140	Special Programs	8/15/08	
DOC.140.0150	Publication of Religious Activities	8/15/08	
DOC.140.0151	Inmate Publications	8/15/08	
DOC.140.0155	Pastoral Care & Counseling	8/15/08	
DOC.140.0156	Compassionate Notification for Injury, Illness or Death	8/15/08	

**DIVISION OF CORRECTION RESCISSIONS**

**Calendar Year 2007-2009**

DOC.140.0170	Program Volunteers	8/15/08	
DOC.140.0200	Property	8/15/08	
DOC.140.0300	Diet Program	8/15/08	
DOC.140.0305	Feast Day Observance	8/15/08	
DOC.140.0310	Ceremonial Food Packages	8/15/08	
DOC.140.0700	Professional Training & Development	8/15/08	
DOC.140.0800	Planning, Program, Development and Education	8/15/08	
DOC.140.0900	Documentation & Reporting	8/15/08	
DOC.160.0001	General Policy & Procedures	4/8/09	
DOC.160.0002	Food Samples	4/8/09	
DOC.160.0003	Gratuities and Subsidized Meals <b>(DPSCSD)</b>	4/8/09	
DOC.160.0004	Food Service Evaluation and Inspection	4/8/09	
DOC.160.0005	Department of Budget and Fiscal Planning Food Report	4/8/09	
DOC.160.0006	Food Services Inventories and Control of Food Inventories	4/8/09	
DOC.160.0008	Food Service Equipment: Purchase, Replacement, and Disposal of Excess Property <b>(DPSCSD)</b>	4/8/09	
DOC.160.0009	Food Service Handler: Sanitation & General Orientation <b>(DPSCSD)</b>	4/8/09	
DOC.170.0001	Responsibilities of the Chief of Volunteer and Religious Services	Jul-09	
DOC.170.0002	Responsibilities of the Volunteer Activities Coordinator	Jul-09	
DOC.170.0003	Responsibilities of the Volunteer Activities Coordinator Designee	Jul-09	
EmD.DOC.175.0004	Commissary Over the Counter (OTC) Medication	5/1/09	
DOC.185.0001	Table of Contents	8/27/08	
DOC.185.0002	Administrative Remedy Procedure Policy	8/27/08	
DOC.185.0003	Definitions	8/27/08	
DOC.185.0100	Administrative Remedy Procedure Description	8/27/08	
DOC.185.0101	Time Frames	8/27/08	
DOC.185.0200	Institution Program Orientation and Management	8/27/08	
DOC.185.0201	Inmate Orientation	8/27/08	
DOC.185.0202	Staff Awareness	8/27/08	
DOC.185.0203	Information Resolution Procedure	8/27/08	
DOC.185.0204	Preliminary Review of a Request for Administrative	8/27/08	
DOC.185.0205	Administrative Dismissal of a Request	8/27/08	
DOC.185.0206	Acceptance and Investigation of a Request for Administrative Remedy	8/27/08	
DOC.185.0207	Wardens Response to a Request for Administrative	8/27/08	
DOC.185.0208	Providing Relief to a Request for Administrative Remedy	8/27/08	
DOC.185.0300	Headquarters Program Organization and Management	8/27/08	
DOC.185.0301	Administrative Dismissal of an Appeal	8/27/08	

**DIVISION OF CORRECTION RESCISSIONS**

**Calendar Year 2007-2009**

DOC.185.0302	Acceptance & Investigation of a Headquarters Appeal of Administrative Remedy Response	8/27/08	
DOC.185.0303	Commissioner's Response to a Headquarters Appeal of Administrative Remedy Response	8/27/08	
DOC.185.0304	Providing Relief to the Inmate	8/27/08	
DOC.185.0305	Adverse Effect Request	8/27/08	
DOC.185.0400	Program Description of Procedures for Inmates	8/27/08	
DOC.185.0401	Submitting a Complaint for Informal Resolution	8/27/08	
DOC.185.0402	Submitting a Request for Administrative Remedy	8/27/08	
DOC.185.0403	Submitting a Headquarters Appeal of Administrative Remedy Response	8/27/08	
DOC.185.0500	Professional Training and Development	8/27/08	
DOC.185.0600	Documentation & Reporting	8/27/08	
DOC.185.0700	Audits	8/27/08	