

# POLICY

**SUBJECT: Contracting with Employees of Public and Private Agencies**

**NUMBER: MGT-09-18**

**APPLICABLE TO: Residential Services Employees and Contractors**

**APPROVED:** \_\_\_\_\_ /s/ signature on original

**Sam Abed, Secretary**

**DATE:** \_\_\_\_\_ 10/5/2018

## **I. POLICY**

The Department of Juvenile Services (DJS or Department) shall ensure that the roles and functions of employees of public and private agencies providing a service to a facility are covered by written policy and procedure, contract or agreement, that specify their relation to the authority and responsibility of the Superintendent.

## **II. AUTHORITY**

- A. MD. CODE ANN., HUM. SERVS. §§ 9-203, -204, -222(b).
- B. MD. CODE ANN., STATE FIN. & PROC., Division II.
- C. MD. CODE REGS., Title 21.
- D. Maryland Board of Public Works Advisory 1998-1, Corporate Purchasing Card.
- E. Comptroller of Maryland, General Accounting Division: Accounting Procedures Manual for the Use of State Agencies.
- F. American Correctional Association (ACA) Standard, 4-JCF-6D-09.

## **III. DIRECTIVES/POLICIES RESCINDED**

None.

## **IV. FAILURE TO COMPLY**

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

## **V. STANDARD OPERATING PROCEDURES**

Standard operating procedures have been developed.

**VI. REVISION HISTORY**

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	10/1/18

## PROCEDURES

**SUBJECT: Contracting with Employees of Public and Private Agencies**

**NUMBER: MGT-09-18**

**APPLICABLE TO: Residential Services Employees and Contractors**

**APPROVED:** \_\_\_\_\_ /s/ signature on original

**Lynette Holmes, Deputy Secretary**

**DATE:** \_\_\_\_\_ 10/1/2018

### **I. PURPOSE**

To ensure the roles and functions of employees of public or private agencies specify their relations to the authority and responsibility of the Superintendent in written policy and procedures, contracts or agreements that involve the employees of public or private agencies.

### **II. DEFINITIONS**

None.

### **III. PROCEDURE**

- A. The Director of Procurement shall ensure that a Contract Monitor is designated for every contract or agreement.
- B. The Director of Procurement or designee for a contract or agreement for services to a facility shall ensure that the contract or an agreement delineates the roles and functions of employees of public and private agencies, specifying their relation to the authority and the responsibility of the Superintendent.
- C. The Director of Procurement or designee shall provide a copy of the contract or agreement to the Superintendent.
- D. In accordance with the contract or agreement, the Superintendent shall renew the contract or agreement and adjust the facility operating procedures to reflect expectations and responsibilities of employees of public or private agencies within the facility organizational structure as appropriate.
- E. The Superintendent shall confer with the Contract Monitor to resolve any operational issues as they arise.

F. The Contract Monitor shall review the contract or agreement at least annually and update it as needed. During the review, the Contract Monitor shall confer with the Superintendent to determine whether updates to the contract or agreement are necessary.

**IV. RESPONSIBILITY**

The Director of Procurement or designee, Contract Monitors and the Superintendents are responsible for implementation and compliance with this procedure.

**V. INTERPRETATION**

The Deputy Secretary for Support Services shall be responsible for interpreting and granting any exceptions to these procedures.

**VII. LOCAL OPERATING PROCEDURES REQUIRED**

Yes, as applicable.

**VIII. DIRECTIVES/POLICIES REFERENCED**

None.

**IX. APPENDICES**

None.



Successful Youth • Strong Leaders • Safer Communities

## DJS POLICY AND STANDARD OPERATING PROCEDURES

### Statement of Receipt and Acknowledgment of Review and Understanding

---

**SUBJECT: Contracting with Employees of Public and Private Agencies**  
**NUMBER: MGT-09-18**  
**APPLICABLE TO: Residential Services Employees and Contractors**

---

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT FULL NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WORK LOCATION

***SEND THE ORIGINAL, SIGNED COPY TO DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.***