



MARYLAND DEPARTMENT OF JUVENILE SERVICES

SUBJECT: Issuance of Policy

UNIT OR AREA: Department of Juvenile Services

APPLICABLE TO: All Personnel

POLICY NUMBER: 01.16

REF: ACA 2-6006-2-6007-2-7011,

EFFECTIVE DATE: 10/01/94

2-7012, 2-8009, 2-8012, 2-8017, 2-8024,

APPROVED: Mary Ann Saar 2-8102, 2-9010, 2-9011, 2-9015

- I. **POLICY:** This policy sets the standards for the issuance and revision of the Department of Juvenile Services policies and procedures, and requires the establishment of a system of manual management.
- II. **AUTHORITY:** Section 2-102 of Article 83C of the Annotated Code of Maryland.
- III. **DEFINITIONS:** (None.)
- IV. **PROCEDURES:**

A. Issuance of Policies

- 1. For policy levels 2 thru 5, Executive Directors and their units may issue a policy once approval is granted by the Secretary. The Executive Director is responsible for obtaining proper input on their policies.
- 2. Once approved, policies shall be signed and distributed by the following personnel:

<u>Policy Area</u>	<u>Policy Level</u>	<u>Issuing Authority</u>
Policies for specific facilities	1	Facility Director
Policies affecting all facilities of a particular type	2	Executive Director
Policies for specific field services area or counties	3	Area Director

DISTRIBUTION: EXECUTIVE STAFF CENTRAL OFFICE STAFF FIELD SERVICES STAFF
 COMMUNITY SERVICES STAFF INSTITUTIONAL SERVICES STAFF

Policies affecting all field services offices	4	Executive Director
Policies covering Department Wide Specialty Areas (e.g., Personnel)	5	Secretary

B. Policy/Procedures Revisions

1. All policies will be formally reviewed according to the Division's procedures and the Review Cycle time period written on the policy. The Executive Director is responsible for obtaining proper input on revised policies.
2. All formal changes and deletions of policy and operational procedures shall be administered through the office of the issuing authority.
3. For policy levels 2 thru 5, concurrent with enacting changes or deletions of policy/procedures, the issuing authority shall send a copy of the final draft to the Deputy Secretary. The Deputy Secretary will have the Policy Unit:
 - a. Review the change to insure consistency with applicable ACA standards and DJS format.
 - b. When applicable, update the Headquarter's policy manual.
4. For policy levels 2 thru 5, the revised policy may only be issued after review and approval by the Secretary.

C. Manual Management

1. Each Executive Director shall establish a system of policy manual management and issue procedures which will complement this policy.
2. Responsibilities for Manual Management
 - (a) Additions, deletions and amendments to the Manual;
 - (b) General manual maintenance;

- (c) Manual and policy dissemination to staff with a sign-off Procedure (indicates staff has knowledge of the contents);
- (d) Keeping staff and managers informed of manual additions, changes and deletions;
- (e) Assignment and reassignment of manuals.
- (f) Providing a secure place for easy manual access to all staff.

D. Policy Unit Responsibilities

- 1. Maintain policy numbering system.
- 2. Maintain electronic data-base of policies.
- 3. Offer technical assistance to areas and divisions.
- 4. Maintain a copy of the Headquarters policy manual.
- 5. Coordinate policy sign-off, initial distribution, and record keeping.

E. This policy does not preclude the issuance of temporary emergency procedures.

F. Approved Manuals

- 1. Central Headquarters Policy Manual
- 2. Residential Services Program Manuals
 - (a) Detention Program Policy Manual
 - (b) Committed Program Policy Manual
 - (c) Shelter Care Manual
 - (d) Transportation Manual
 - (e) Community Detention Manual

NOTE: Each facility will incorporate program manual policies/procedures into their facility manual.

- 3. Field Services Program Manual

4. Administrative/Program Services

- (a) Administrative Services Program Manual
- (b) Program Services Program Manual
- (c) Procurement Manual
(Residential and Field Services
should have copy)