

## **POLICY**

**SUBJECT: Building Codes and Zoning Ordinances**

**NUMBER: MGT-634-18**

**APPLICABLE TO: All DJS-Operated Residential Facilities- Maintenance Employees**

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

**Sam Abed, Secretary**

**REVISION DATE:** \_\_\_\_\_ 8/31/18

- I. POLICY**  
All DJS facilities conform to all applicable federal, state and/or local building codes and zoning ordinances.
- II. AUTHORITY**
- A. Md. Code Ann., Human Services, §9-203 and §9-204
  - B. COMAR 05.02.02
  - C. COMAR 05.02.07
  - D. COMAR 09.15.01
  - E. COMAR 09.20.01
  - F. COMAR 29.06.01
  - G. American Correctional Association Standards, 3-JDF-2B-02, 3-JDF-2B-03, 4-JCF-1A-01, 4-JCF-1A-02, and 4-JCF-1A-03
- III. DIRECTIVES/POLICIES RESCINDED**  
Building Codes and Zoning Ordinances, MGT-623-17
- 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.	9/1/17
Policy reissued with new number.	8/31/18

# PROCEDURES

**SUBJECT: Building Codes and Zoning Ordinances**

**NUMBER: MGT-623-18**

**APPLICABLE TO: All DJS-Operated Residential Facilities Employees and Maintenance Employees**

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

**Lynette Holmes, Deputy Secretary**

**REVISION DATE:** \_\_\_\_\_ 8/31/18

- I. PURPOSE**  
To provide guidelines for applicable building codes and zoning ordinances.
- II. DEFINITIONS**  
None
- III. PROCEDURES**
  - A. Building Codes**  
All DJS facilities shall have written copies of all applicable building codes, approvals, licenses and inspection reports filed in the Maintenance Office, which include the International Building Code (IBC), International Energy Conservation Code (IECC), Maryland Accessibility Code (MAC), National Fire Protection Association (NFPA) 101 Life Safety Code with State Fire Marshall modifications. All DJS Facility Plans shall be filed in the Maintenance Office.
  - B. Electrical**  
For the applicable electrical requirements, maintenance employees shall refer to the local electrical code, the National Electrical Code (NEC) and National Fire Protection Association 70 2014.
  - C. Plumbing**  
For the applicable requirements concerning the plumbing systems, maintenance employees shall refer to the local plumbing code and the National Standard Code.
  - D. Mechanical**  
For the applicable requirements concerning the mechanical systems, maintenance employees shall refer to the local mechanical code and the International

Mechanical Code, National Fuel Gas Code (ANSI Z223.1, NFPA 54), Liquefied Petroleum Gas Code, NFPA 58,

**E. Capacity**

1. Newly constructed committed facilities will have living units of no larger than 16 youth and the facility will not exceed a bed capacity of 150 youth.
2. Newly constructed detention facilities will operate with living units of no more than 25 youth each. The detention facility does not exceed a bed capacity of 150 youth.
3. If the facility is on the grounds of any other type of corrections facility, it is a separate, self-contained unit.

**IV. RESPONSIBILITY**

Maintenance Supervisors 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.

**VI. LOCAL OPERATING PROCEDURES REQUIRED**

No

**VII. DIRECTIVES/POLICIES REFERENCED**

No policies referenced.

**VIII. APPENDICES**

None



# DJS POLICY AND STANDARD OPERATING PROCEDURES

## Statement of Receipt and Acknowledgment of Review and Understanding

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**NUMBER: MGT-634-18**  
**APPLICABLE TO: All DJS-operated Residential Facilities**  
**REVISION DATE: August 31, 2018**

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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 THE DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.***