



POLICY

SUBJECT: Office Lease Consideration Policy
NUMBER: MGT-620-14
APPLICABLE TO: Regional Directors/Management Staff
EFFECTIVE: May 27, 2014

APPROVED: _____ /signature on original/
Sam Abed, Secretary

I. POLICY

It is the policy of the Department of Juvenile Services (DJS or Department) to identify and select field offices by geographic location in accordance with the needs of the youth and families served. DJS office locations will be selected within a half-mile radius of public transit and in a transit-oriented development when appropriate and feasible without diminishing the accessibility of services to the youth referred to DJS.

II. AUTHORITY

- A. Md. Code Ann., Hum. Servs. §§ 9-203 – 9-205.
- B. Md. Code Ann., Fin. & Proc. § 5-7A-01.
- C. Department of General Services Office of Real Estate (DGS ORE) General Performance Standards and Specifications for the State of Maryland Leased Facilities.
- D. COMAR 21.05.03.

PROCEDURES

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Lynette Holmes, Deputy Secretary

I. PURPOSE

The purpose of these procedures is to implement the Department's policy to ensure that youth and family accessibility is considered by appropriate DJS management staff during the field-office procurement, lease, renewal, and expansion processes that are conducted in conjunction with the Maryland Department of General Services.

II. DEFINITIONS

Field office means offices utilized for intake, probation, and aftercare supervision and services.

III. PROCEDURES

1. The DJS Department of General Services shall be the Department's point of communication and coordination with the Maryland Department of General Services Office of Real Estate (DGS ORE).
2. Regional Directors and appropriate DJS management staff shall preliminarily identify geographic areas for prospective field office sites, including lease renewals and office space expansions, in accordance with the needs of the population to be served. Preliminary consideration shall include:
 - a. the area's Priority Funding Area (PFA) and Smart Growth and Transit Oriented Development (TOD) status;
 - b. the area's accessibility to public transportation;
 - c. the area's proximity and overall accessibility to the majority of youth and families presently served in the region, area, or jurisdiction;

- d. the surrounding residential areas and communities;
 - e. the area's proximity to the juvenile court;
 - f. the area's proximity to legal resources, including the Office of the Public Defender; and
 - g. feedback, if any, from State and local government representatives.
3. Regional Directors and appropriate DJS management staff shall inspect all sites initially classified by DGS as reasonably appropriate for award in accordance with the DGS ORE competitive proposal process.
 4. As part of the Department's comment submission to the DGS ORE and preliminary ranking following site inspection with a DGS ORE representative, the Regional Director and the appropriate managers shall consider:
 - a. the site's proximity and overall accessibility to the majority of youth and families presently served in the region, area, or jurisdiction;
 - b. the site's accessibility to currently available or planned public transportation resources within a half-mile radius of the site;
 - c. walkability in the context of the region, area, or jurisdiction to be served;
 - d. the sufficiency of free parking available for youth, families, and staff at the site;
 - e. the Department's preference for first-floor office space with an entrance exclusively for use by the Department;
 - f. the site's proximity to community-based counseling and treatment resources;
 - g. the provision of sufficient staff office space for the operational needs of the field office;
 - h. the site's physical security and ingress/egress features; and
 - i. any impact of office selection or relocation on Continuum of Operation Planning (COOP), if applicable.
 5. Final departmental approval of any potential site identified through the DJS-DGS ORE lease procurement process shall be obtained from the Deputy Secretaries for Operations and Support Services.



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review

SUBJECT: Office Lease Consideration Policy
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I have received and reviewed a copy (electronic or paper) of the above titled policy and standard operating procedures manual.

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

PRINTED NAME

DATE

***THE ORIGINAL COPY MUST BE PLACED IN YOUR PERSONNEL FILE. PLEASE
SUBMIT THIS FORM TO THE OFFICE OF HUMAN RESOURCES.***