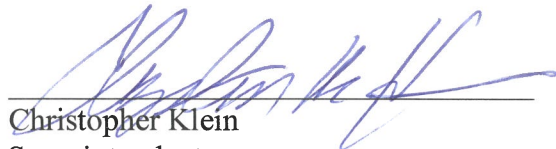


ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 01.09 DATE: February 1, 2023 SUBJECT: General Administration TITLE: Management Audit FOR PUBLIC RELEASE: Yes
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- I. Reference: MD Code, Correctional Services, § 8-113; ACA 3-ADLF-1A-17
- II. Applicable to: Anne Arundel County Department of Detention Center (AACDDF)
- III. Purpose: To establish policy and procedure for a management audit review process for the AACDDF.
- IV. Policy: It shall be the policy of the AACDDF to conduct bi-annual internal audit review of policies and procedures to ensure compliance with standards promulgated by the Maryland Commission on Correctional Standards (MCCS) and American Correctional Association (ACA).
- V. Procedure:
 - A. Management Audit Review Committee
 - 1. The Department's Compliance Officer shall be the designated Chairperson and shall be responsible for assembling and submitting the review report.
 - 2. The Chairperson will have the responsibility of selecting a minimum of one individual from each facility to form the committee. The selection of individuals shall include security, programs and support service staff.
 - 3. The Committee members shall:
 - a. Review staff compliance with written policies and procedures, which may be accomplished by review of inmate folders and inspection of operational paperwork.
 - b. Examine the existence of:
 - i. Required or needed internal policies and procedures.
 - ii. Operational plans (e.g., fire, evacuation, staff contingency, escape, disturbance, etc.).
 - iii. Correspondence with other agencies.

4. The Correctional Facility Administrators (CFAs) shall give complete cooperation to the Review Committee. This will include, but is not limited to, the following:
 - a. Operational manual review
 - b. Staff interviews
 - c. Inmate interviews
 - d. Facility tour
 - e. All records
- B. Management Audit Review Reports
 - The Chairperson shall be responsible for preparing a report of the review findings and submit this to the Superintendent and appropriate CFA within two (2) weeks following the audit.
- C. Management Audit Review Report - Corrective Activity
 - The Superintendent and CFA shall discuss the report, with the CFA taking the necessary action to correct the deficiencies in a timely manner.
- D. The Compliance Officer shall maintain a file on review reports and status reporting. These reports may be used as a basis for future reviews.

This policy will be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: DCR No. 20-8, dated December 17, 1986
AD 01.09 dated December 11, 1998
AD 01.09 dated February 28, 2017