


**HOWARD COUNTY DEPARTMENT OF CORRECTIONS
POLICY & PROCEDURE**

	SUBJECT:	Central Booking Facility
	P & P #:	K-100
	TITLE:	Mission and Organization
	EFFECTIVE DATE:	October 25, 2019
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POLICY: It is the policy of the Howard County Department of Corrections to operate the Central Booking Facility (CBF) to protect the citizens of Howard County by providing a safe, secure facility for those persons taken into custody. CBF staff shall maintain short-term detention (through the arrest booking process) thereby expeditiously returning law enforcement officers to the street. The legal rights of every detainee shall be honored and ensured while secured in the Central Booking Facility. It is the Department of Corrections policy to expeditiously process offenders for law enforcement officers to return to law enforcement duties in the community. It is also the policy of this Department that no detainee is discriminated against with regards to of race, religion, national origin, sex, disability, sexual orientation or political beliefs.

The Howard County Department of Corrections utilizes Maryland’s Offender Case Management System (OCMS) as the method of preparing and documenting the arrest and disposition of the detainee, working in cooperation with the Maryland Department of Public Safety and Correctional Services. The Howard County Department of Corrections cooperates with Howard County Department of Police, other law enforcement agencies, and the District Court Commissioners in accomplishing this policy.

REFERENCES: Memorandums of Understanding between the Howard County Department of Corrections and sworn law enforcement agencies, each producing detainees at the Central Booking Facility.

DEFINITIONS:

Arresting Police Officer (APO): A sworn member of a law enforcement agency who is authorized to take custody of detainees (initiate detention process), for providing detention, this officer is so designated when transporting any detainee to the CBF.

Central Booking Facility (CBF): A secure facility designed to provide short-term holding of adults arrested in Howard County, or juveniles waived to adult jurisdiction, through their initial appearance before the District Court Commissioner. The disposition of each detainee shall result from action taken by the District Court Commissioner or additional warrants held by other law enforcement agencies.

Director: The Chief Executive Officer of the Department of Corrections.

Deputy Director: The Executive Level Administrative Officer serving under direct authority of the Director.

Security Chief: The person responsible for supervising the shift Captains and is third in command in the Department of Corrections.

Shift Leader: The highest-ranking Security Supervisor on-duty. Normally, this position shall be staffed by a Captain (or Lieutenant in his/her absence) with direct supervision and authority for assigning staff to posts within the Department of Corrections.

Officer-In-Charge (OIC): A Correctional Supervisor (Corporal at a minimum), who has successfully completed the CBO training program, and is assigned as lead supervisor at the Central Booking Facility post is responsible for the operation of the Central Booking Facility and the actions of those officers assigned. The Training Captain shall ensure such training is available upon request by a shift supervisor.

Central Booking Officer (CBO): A certified Correctional Officer or Police Service Support Technician (PSST) assigned to the Central Booking Facility, who has successfully completed the CBO training program.

Offender Case Management System (OCMS): The uniform, automated system that documents arrest and captures biographical characteristics of detainees brought into CBF. The system is designed and maintained by the Maryland Department of Public Safety and Correctional Services, Criminal Justice Information System, and is in use in numerous jurisdictions in Maryland.

Detainee: An individual lawfully arrested by a sworn member of a law enforcement agency.

PROCEDURE:

I. Mission

CBF operations support the mission of the Department of Corrections by providing a secure and safe environment for detainees, staff, law enforcement, and court officials. This is accomplished by providing the identification and booking information necessary for completion of the OCMS entry and for the District Court Commissioner's consideration in determining the disposition of a detainee at the initial hearing.

II. Building Design and Functions

- A. CBF - The CBF is a restricted facility. Only assigned staff, authorized police personnel, legally detained individuals, Federal Agents, State Troopers, responding medical and maintenance staff shall be allowed access unless authorized by the Director, Deputy Director, or Security Chief.
- B. District Court Commissioners' Offices – The District Court Commissioners' offices are located within the CBF, are separately maintained, and are under the

supervision and control of the District Court Commissioner. Members of the public may be admitted to this area of the building as directed by the District Court Commissioner.

III. Organization

A. Chain of Command, Organization Chart and Staffing

1. All staff are required to perform their functions with precision and efficiency. Occasionally, staff are instructed to perform functions outside of the daily routine but which fall within their job description. All staff shall promptly carry out assignments given by their supervisor.
2. Staff are required to utilize policies, procedures and post orders when developing a strategy for problem solving. If a situation arises causing doubt or confusion, staff shall consult their supervisor/or shift leader for assistance.
3. The Administration shall approve an established staffing plan for CBF which shall provide for efficient reception and processing of detainees delivered from arresting agencies.
4. The organization chart for CBF is included in Appendix A to this policy.
5. Routine Staffing: Routine staffing of the CBF shall include the OIC who is in command of the CBF, and who directs the operation of the CBF and the CBOs. The OIC shall deploy CBOs to provide proper security of the CBF. The OIC reports directly to the Shift Leader. The OIC shall work cooperatively with representatives of the Howard County Department of Police, other law enforcement agencies and the District Court Commissioners to ensure day-to-day operations are safe, secure and efficient.
6. CBOs work under the supervision and direction of the OIC of CBF and are primarily responsible for receiving, processing, supervising, and transferring custody of detainees/inmates, while in the CBF. On occasions detainees/inmates from HCDC may be housed at CBF. Each CBO shall be diligent in conducting wellness checks on detainees/inmates and communicating concerns to the OIC.
7. The Shift Leader shall monitor the operation of the CBF closely, to ensure efficiency, safety and security at all times. Additionally, the Shift Leader and Administration shall be responsible for coordinating the facility's operation with that of the Howard County Department of Police.
8. The Administration must approve any changes to the staffing plan and shall conduct an ongoing analysis of the facility's operation to justify any changes to the staffing plan.
9. Supplemental Staffing: When occasions or operations result in an unusually high number of detainees being transported to the CBF, the OIC shall

immediately inform the Shift Leader to request additional CBF staff to be temporarily assigned to the unit.

- a. Through agreement, when possible, the Howard County Department of Police shall provide advanced notice of such operations, and the Shift Leader shall schedule additional staff to meet the needs of the operation.
- b. This additional staff shall be deployed at the discretion of the OIC to confront the added intake of detainees and resolve any backlog in processing that may have occurred. Once this is accomplished, supplemental staff shall be relinquished to the Shift Leader for reassignment.

B. Policies, Procedures and Post Orders

1. Staff shall be guided by the Howard County Department of Corrections policies and procedures that govern general areas of operation. In addition, the Administration has developed specific policies and procedures to guide staff in the operation of the facility. These policies and procedures are included in section K of the Department's policies and procedures.
2. CBF policies, procedures and post orders are designed to ensure proper security of the facility and adherence to the legal rights of persons being arrested and booked at the facility. The policies are also designed to ensure a cooperative work environment for CBF staff, District Court Commissioners, and visiting law enforcement agencies.

IV. Training

- A. The Training Captain shall ensure that all staff assigned to the CBF receive **on the job training (OJT)** by a **designated CBF trainer** and are provided ongoing training necessary to operate and maintain the OCMS, Criminal Justice Information System, District Court Information System, **Livescan** and any other essential tool, equipment, or technology.
- B. The Training Captain shall ensure that staff are trained in new technology that develops, or operational changes brought about by legal considerations or other departmental policy changes.

V. Interagency Cooperation

- A. CBF operates under the guidelines of the Memorandum of Understanding between the Howard County Department of Police and the Howard County Department of Corrections, and in cooperation with the District Court Commissioners. Memorandum of Understanding with other law enforcement entities may be established and approved and shall also guide the operation of the CBF.
- B. Where there are law enforcement entities that are not party to a Memorandum of Understanding, Howard County Department of Corrections shall afford the same level of cooperation and be guided generally by the same principles as included in other existing Memorandum of Understanding.

VI. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

ATTACHMENTS: Appendix 1, Howard County Department of Corrections, Central Booking Facility Chain of Command.

RESCISSIONS: HCDC Policy K-100 Mission and Organization effective **October 22, 2017.**

Howard County Department of Corrections

Central Booking Facility

Chain of Command

