



**DISTRICT COURT OF MARYLAND
District IV**

Robert B. Riddle
Administrative Judge

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Notice to Calvert County Appointed Attorneys: Protocols for Calvert County Detention Center

Appointed attorneys must first report to the commissioner's office at 200 Duke St., lower level, Prince Frederick, MD, 20678. Bailiffs and security will direct the attorney to the commissioner's office. At that time the attorney will check in and drop off their invoice sheet with the commissioner.

After checking in with the commissioner, appointed attorneys then report to the Calvert County Detention Center at 325 Stafford Road, Prince Frederick. All appointed attorneys are allowed to park anywhere at the facility that is not designated or reserved.

All appointed attorneys must log in using the call box at the front entrance of the detention center to inform the main control center of his/her arrival. The attorney should ask that the shift commander be informed that he/she is present. Main control will then allow the attorney into the facility.

When they enter, all appointed attorneys will sign into the facility and pass through security as required. All bags will be checked upon entrance into the main facility area. Appointed attorneys are authorized to bring food, drink, cell phones, briefcases, pads, and pens into their assigned waiting area.

Appointed attorneys will wait in the designated attorney waiting area until their services are requested. Once the attorney is requested, he/she will be escorted by an officer to the designated meeting/interview area.

Attorneys are asked to bring only necessary items with them into the meeting/interview area, preferably a pen and pad only, unless told otherwise by the escorting officer or shift commander. The waiting area for the attorney is a secure area and will be under lock and surveillance at all times.

Some arrestees may be ineligible, by rule or by statute, to have their bail changed. In these instances, appointed attorneys must advise the arrestee of the reasons why the bail cannot be changed.

Upon completion of the interview, the appointed attorney and defendant will be escorted to the commissioner interview room where the commissioner will conduct the initial appearance hearing.

After the hearing, the appointed attorney will wait for the next defendant that they are representing to appear or return to the waiting area if their services are not immediately needed.

At the end of their shift, appointed attorneys will sign out of the detention center and report back to the commissioner's office to complete their invoice, if necessary. Appointed attorneys must take all notes or other relevant documents they have made during their shift with them when they leave.

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