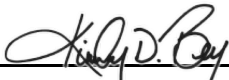




# DIVISION DIRECTIVE



  
**Kimberly D. Bey**  
 Commissioner  
 Division of Pretrial  
 Detention and Services

  
**Carolyn J. Scruggs**  
 Secretary

<b>Title:</b> Division of Pretrial Detention and Services- Facility Organization and Function	<b>Directive Number:</b> DPDS.010.0001 – Revised
<b>Related MD Statute/Regulations:</b> Correctional Services Article §§5-101 – 5-404 (a) & (b), 9-106, Annotated Code of Maryland; COMAR 12.16.01.03	<b>Supersedes:</b> DPDS.010.0001 – Facility Organization, dated April 30, 2015
<b>Related ACA and MCCS Standards:</b> 4-ADLF-01—05, 12, 15, 16, 17, 18, and 19 1-CORE-7D-01	<b>Approved By:</b>  <b>Kelvin L. Harris</b> DPDS Deputy Commissioner
<b>Related Directives:</b> DPSCS.010.0001 – Department Organization, Delegation of Authority, and Lines of Communication DOC.230.0001 – Transfer of Local Inmates to DOC Custody	<b>Effective Date: September 1, 2025</b>
<b>Variance:</b> No facility directive is required to implement and comply with this directive.	<b>Number of Pages: 5</b>

## **.01 Purpose.**

The purpose of this directive is to outline the organization and function of the Division of Pretrial Detention and Services.

## **.02 Scope.**

This directive applies to the Division of Pretrial Detention and Services (Division).

## **.03 Policy.**

It is the policy for the Division to operate and function within the requirements of state and federal laws, regulations, and Department of Public Safety and Correctional Services (Department) directives, while maintaining organizational structure and providing a safe, secure, and humane environment for incarcerated individuals under its jurisdiction.

## **.04 Definitions.**

A. In this directive, the following terms have the meanings indicated.

**B. Terms Defined.**

- (1) "Appointing authority" means a Department official designated by statute or by the Department of Budget and Management to have the authority to hire, discipline, and conduct other personnel actions involving an employee.
- (2) "Commissioner" means the Commissioner of the Division of Pretrial and Detention Services.
- (3) "Correctional facility" has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland.
- (4) Incarcerated Individual.
  - (a) "Incarcerated individual" has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland which states, "'Incarcerated individual' means an individual in actual or constructive custody of the Department."
  - (b) "Incarcerated individual" includes the term "inmate" as stated prior to October 1, 2023 Correctional Services Article, §1-101, AMC.
  - (c) "Incarcerated individual" includes the term incarcerated person.
  - (d) "Incarcerated individual" includes a person being held or detained in pretrial status.

**.05 Responsibility and Authority.**

- A. The Division detains individuals in the custody of the Commissioner in accordance with Correctional Services Article, Title 5, Annotated Code of Maryland (ACM).
- B. The mission of the Division is to protect the public, its employees, and incarcerated individuals.
- C. In accordance with Correctional Services Article, §5-202, ACM, the Commissioner is the appointing authority for all employees in the Division, and is responsible for the administration and operational oversight of the Division and its facilities, subject to the authority of the Secretary.
- D. The Division, within the Department of Public Safety and Correctional Services consists of:
  - (1) Baltimore Central Booking and Intake Center (BCBIC);
  - (2) Chesapeake Detention Facility (CDF);
  - (3) Maryland Reception Diagnostic and Classification Center (MRDCC);
  - (4) Metropolitan Transition Center (MTC);
  - (5) Youth Detention Center (YDC); and

- (6) Pretrial Release Services Program (PRSP).
- E. To manage the responsibilities conferred on the Commissioner in Title 5, of the Correctional Services Article, ACM, the Commissioner is empowered to adopt policy and regulations for the operation of each entity within the Division.
- F. In accordance with Correctional Services Article, §5-202(c)(6), the Commissioner may by written agreement and in accordance with procedures established in DOC.230.0001, enter into an agreement to transfer an incarcerated individual committed to the custody of the Commissioner to the custody of the Commissioner of Correction to facilitate appropriate housing in a Division of Correction (DOC) facility when:
- (1) The incarcerated individual requires special behavioral or medical treatment, or maximum security detention, only available in the DOC; and
  - (2) The Division is not equipped to properly provide the necessary treatment or detention.
- G. In accordance with Correctional Services Article §5-202(c)(6) the Commissioner may enter into written agreements to transfer custody of incarcerated individuals who are committed to the custody of the Commissioner to the custody of governmental units other than the DOC under circumstances set forth in § .05F. when detention in a facility outside of the Department is necessary.
- H. In accordance with Correctional Services Article §5-202(c)(7) the Commissioner may enter into written agreements to house incarcerated individuals who are committed to federal or local governmental units in a facility within the Division.
- I. The Commissioner shall appoint a Deputy Commissioner with approval of the Secretary. The Deputy Commissioner shall be the acting Commissioner in the absence of the Commissioner.
- J. The Commissioner shall develop an operational and administrative structure within the Division to meet statutory mandates and regulations. This structure is created through the development and maintenance of an organizational hierarchy as shown in the Division's Organizational Chart – (Appendix A). The Division's organizational chart shall be maintained in accordance with §.05O of this directive.
- K. Office of the Commissioner, as the Division's appointing authority, the Commissioner is responsible for formulating correctional goals, establishing policies and priorities, and transferring the goals into measurable objectives for accomplishment by staff.
- L. Deputy Commissioner – The Deputy Commissioner reports directly to the Commissioner and functions as the second in command at the Division, serving as the Acting Commissioner in the Commissioner's absence. The following individuals report directly to the Deputy Commissioner:

- (1) Director and Deputy Director of PRSP – Manages the PRSP for Baltimore City and is responsible for the supervision and case management of defendants ordered to participate in the program.
  - (2) Warden – BCBIC, CDF, MRDCC, and MTC.
- M. With the approval of the Secretary, the Commissioner shall appoint a warden for the correctional facilities under §.05L(2).
- N. The Commissioner may appoint an assistant warden to a correctional facility as provided in the state budget. The assistant warden reports directly to the warden of the correctional facility.
- O. The Commissioner shall appoint a Facility Administrator to oversee YDC.
- P. Authority of Correctional Facility Wardens.
- (1) The wardens of the Division are individuals with extensive knowledge of the objectives, principles, and methods in the administration of correctional facilities. They are appointed by the Commissioner and are solely and directly responsible for implementing and enforcing Department and Division policies and procedures at the correctional facilities in which they serve.
  - (2) A warden shall designate an assistant warden as acting warden when the warden is absent from the state or otherwise unavailable.
  - (3) Each warden is responsible for:
    - (a) The secure confinement of incarcerated individuals and the administration of correctional programs and services designed for the health, safety, and welfare of the incarcerated individual population;
    - (b) Ensuring the efficiency and effectiveness of facility employees through professional staff development and training; and
    - (c) Ensuring on or before July 15<sup>th</sup> of each fiscal year, the Director of PRSP, the facility administrator of YDC, and the wardens of each Division correctional facility, forwards a detailed Operational Organizational Chart to the Office of the Commissioner for review and approval.
- Q. On or before August 15<sup>th</sup> of each fiscal year, the Office of the Commissioner shall forward to the Office of the Secretary the Division's Operational Organizational Chart, along with copies of the Operational Organizational Charts for PRSP, YDC, and the Division's correctional facilities.
- R. The Division shall maintain records in accordance with Appendix B – Division of Pretrial and Detention Services Record Retention and Disposal Schedule.

- S. The Division shall outline the organization and function of each correctional facility within the Division's 010 Series Directives.

**.06 Appendices.**

- A. The Division of Pretrial and Detention Services Organizational Chart
- B. The Division of Pretrial and Detention Services Record Retention and Disposal Schedule

**.07 History.**

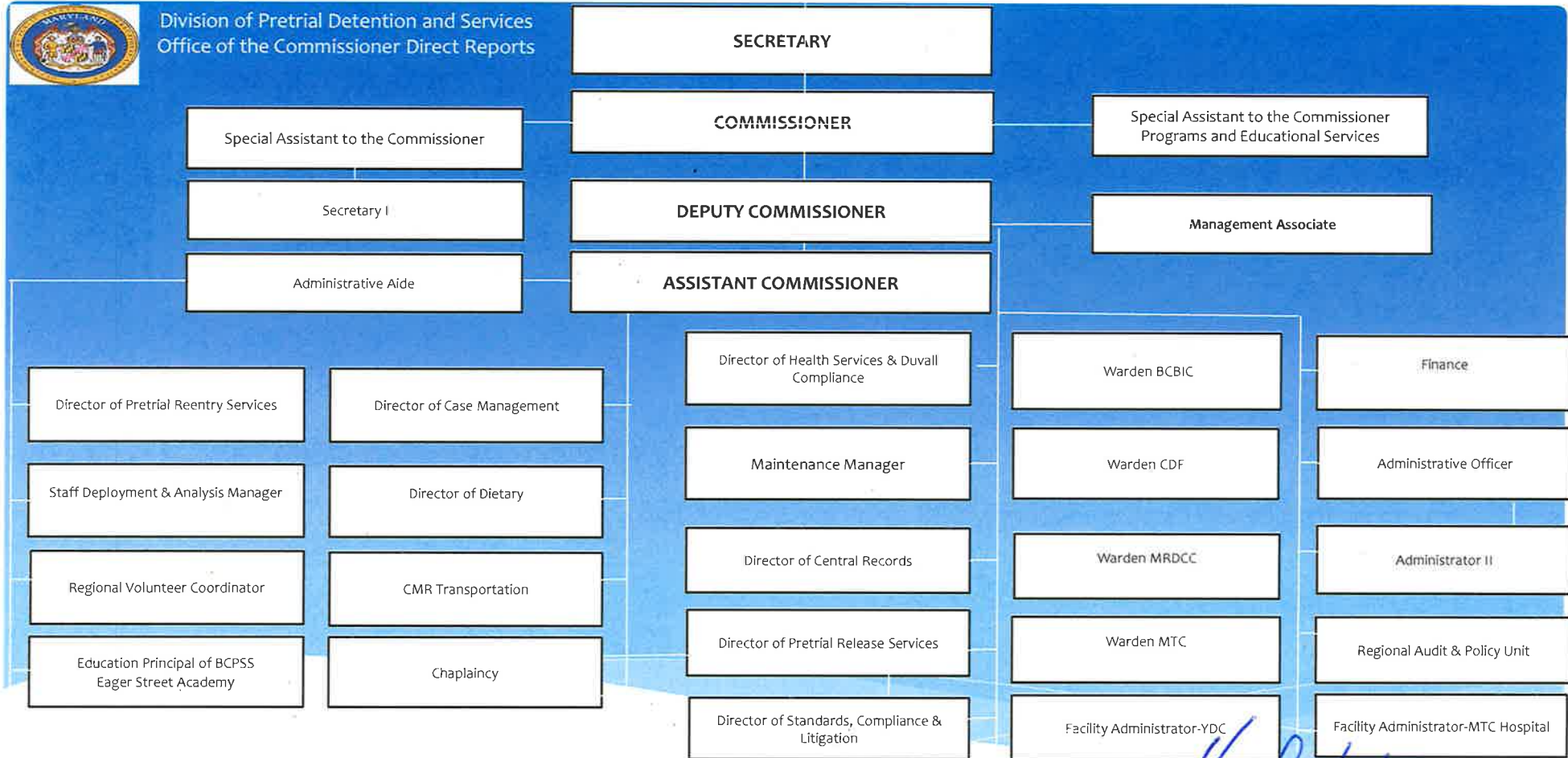
- A. This directive replaces Division Directive DPDS.010.0001 – Facility Organization dated April 30, 2015. Revisions have been made to this directive to clarify the organization and functions of the Division.
- B. This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

**.08 Distribution.**

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- L



Division of Pretrial Detention and Services  
Office of the Commissioner Direct Reports



Key: Lines dictates lines of authority  
and workflow in regard to operations

Approved by: *[Signature]*  
Date: 03-21-2025