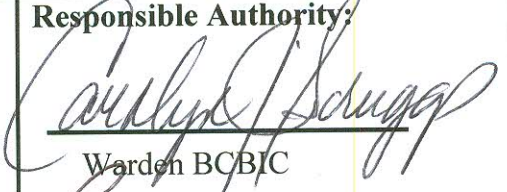
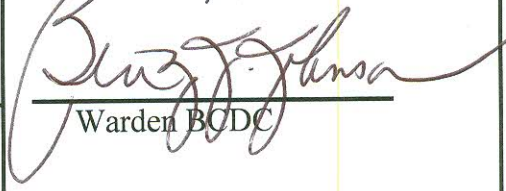


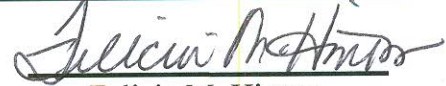
# Facility Directive



<b>Title:</b> Facility Organization	<b>Facility Directive Number:</b> DPDS-010-0001-1
<b>Related MD Statute and Regulations:</b> Md. Correctional Services Code Ann. §2-114; §9-103 §3-210 through §3-215 ; §5-402(a)&(b) COMAR:12.02.03.10	<b>Supersedes:</b> New Directive
<b>Related ACA Standards:</b> 1-CORE-1A-11; 1-CORE-7D-01; 4-ALDF-1A-05, 4-ALDF-1A-21; 4-ALDF-7A-01; 4-ALDF-7B-01; 4-ALDF-7B-02; 4-ALDF-7B-17; 4-ALDF-7D-01 through 7D-08	<b>Responsible Authority:</b>  Warden BCBC  Warden BCDC
<b>Related MCCS Standards:</b> N/A	
<b>Established Related Directives:</b> N/A	<b>Effective Date:</b> April 30, 2015 <b>Number of Pages:</b> 6



Kevin D. Patten  
Acting Commissioner



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**.01 Purpose.**

To provide specific procedures for the mission, functions and implementation of the organizational authorization for the establishment of facility operations, outline the authority by which the Warden is appointed and the qualifications thereof, and outline procedures whereby the facility's organizational structure is codified and maintained.

**.02 Scope.**

This directive is applicable to the Division of Pretrial Detention and Services:

- A. Baltimore Central Booking and Intake Center (BCBIC);
- B. Baltimore City Detention Center (BCDC); and
- C. Baltimore Pre-Release Unit (BPRU).

**.03 Policy.**

- A. “To establish and operate the facility in accordance with federal and state statutes, laws and regulations and DPSCS directives” (4-ALDF-7A-01).
- B. To ensure that the nature of the physical plant, the staffing, and operational procedures for the facility are consistent with the security and program needs of the inmates confined therein,
- C. To recruit and appoint a highly qualified Warden; and
- D. To maintain a current organizational chart that accurately reflects levels of authority within the organization.
- E. “Non-smoking inmates are not exposed to second hand smoke” (1-CORE-1A-11).
- F. “Written policies and procedures describe all facets of facility operation, maintenance, and administration, are reviewed annually and updated, as needed. New or revised policies and procedures are disseminated to staff, and, where appropriate, to contractors, volunteers, and inmates, prior to implementation” (1-CORE-7D-01).

**.04 Definitions.**

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.  
  
None.

**.05 Responsibility.**

- A. Legal Custody.
  - (1) An inmate confined at the Division of Pretrial Detention and Services is in the legal custody of the DPSCS in accordance with Maryland Laws Title 10, Subtitle 1 Md. Correctional Services Code Ann. §9-103 and Department directives.
  - (2) The DPDS does not detain juvenile offenders who are under juvenile court jurisdiction. Youthful offenders are housed in adult correctional facilities when legal jurisdiction has been waived to adult authorities, or the juvenile is formally charged with having committed an exclusionary offense.

B. Mission Statement.

The mission of the DPDS is to protect the public, its employees, and detainees and offenders under its supervision.

C. Vision.

- (1) Staff believes that integrity is the platform that supports personal and public trust.

- (2) The DPDS staff and correctional operations are known as being professional and cost effective in aspects of the operation thereby promoting safety and increasing security.
- (3) The DPDS shall focus on its mission and care for the community.
- (4) The DPDS is committed to complying with federal and state regulations on the operation of the facility.
- (5) Staff understands that inmates are subject to deprivations resulting merely from confinement and their role is not to inflict punishment, but to make the period of confinement as productive as possible (4-ALDF-7D-03).

D. Goals.

- (1) The Facility has established measurable goals and objectives that are reviewed at least annually and updated as needed. During monthly staff meetings, these goals and objectives will be discussed and documented to determine what progress has been made towards achievement of these goals and objectives. As necessary, program changes are implemented in response to findings. (4-ALDF-7D-01;02;03)
- (2) The DPDS strives to:
  - (a) Maintain audit compliance with the standards for the American Correctional Association (ACA) Maryland Commission on Correctional Standards (MCCS) and the National Commission on Correctional Health Care Standards (NCCHC);
  - (b) Continually provide training to staff to ensure we have a knowledgeable, professional staff and encourage personal career development through incentives such as salary enhancement, reimbursement of costs when available, and administrative leave. (4-ALDF-7B-17);
  - (c) Implement cognitive and educational programs which allow inmate to gain productive skills before being released or transferred to maintaining facilities;
  - (d) Surveys the inmate population to find out if there are additional programming needs that the facility can meet; and
  - (e) Promptly address issues and concerns in an effort to reduce informal complaints.

E. Codes and Licensing.

- (1) The DPDS will meet applicable local, state and federal code and licensing requirements.
- (2) This is a non-smoking facility and tobacco products are not allowed in the facility (4-ALDF-1A-21).
- (3) The facility will not exceed the rated bed capacity (4-ALDF-1A-05).

F. Records.

The DPDS shall maintain and provide to the proper authorities appropriate facility records, including financial records, internal and external audit reports, minutes of relevant meetings and other records as required by law or regulation.

G. Appointments and Delegation of Authority.

- (1) Pursuant to the authority granted in Maryland law, the Warden of the DPDS shall delegate the authority to manage day-to-day affairs of the DPDS according to the lines of authority delineated in this policy.
- (2) The Warden at DPDS shall appoint designees in the organization and may delegate such authority to these designees as necessary to operate and manage the facility, subject to policy, regulation, and applicable state and federal laws.
- (3) Except as otherwise provided by contract, statute and regulation, the Warden shall use the established written qualifications for the authority and responsibility of these designees, as described variously by policy (4-ALDF-7B-01).

H. Selection, Term of Appointment and Removal of the Warden:

- (1) The Commissioner shall appoint a Warden for the DPDS to whom staff, inmate, volunteers, contract employees and others serving the facility are responsible.
- (2) The Warden oversees the operation of activities and programs in the institution.
- (3) Except as otherwise provided by contract or policy the Warden shall delegate authority in the facility. This delegated authority covers all employees, volunteers and inmate programs and activities associated with the facility.
- (4) The Warden has a wide range of authority with which to operate the facility in accordance with applicable contracts, state and federal laws.
- (5) Except as otherwise provided by contract, statute and regulation, the DPDS shall establish in writing qualifications for the delineation of the authority and responsibility of the supervisory level personnel.
- (6) The Warden is selected from the best qualified group of applicants with the following minimum qualifications:
  - (a) A bachelor's degree in an appropriate discipline;
  - (b) Five years of related administrative experience; and
  - (c) Demonstrated administrative ability and leadership.

The degree requirements may be satisfied by completion of a career development program that includes work related experience, training, or college credits at a level of achievement equivalent to the bachelor's degree (4-ALDF-7B-02).

- (7) Subject to other applicable regulations, the Warden's appointment shall be continuous after completion of a six-month probationary period; an incumbent may be reassigned to a position of equal responsibility, if performance is maintained at a professional level and is consistent with the intent of this policy.
- (8) When required by contract with a contracting agency, final acceptance of an individual for Warden is contingent upon approval and acceptance of the contracting agency's authorized representative.
- (9) With approval of the Secretary of DPSCS the Warden shall be appointed by and serve at the pleasure of the Commissioner of the DPDS and may be terminated by the Appointing Authority and if requested, subsequent to a formal hearing.
- (10) All employees are responsible to the Warden who has the overall responsibility to manage the facility.

#### I. Organizational Structure.

##### (1) Organization:

- (a) The Warden shall issue an organizational chart depicting functional areas and lines of responsibility by titles and subsections of the facility.
- (b) The department supervisor is responsible for ensuring program implementation and delivery is consistent with Department directors or as otherwise directed by the Commissioner. The organizational chart (Appendix 1) is updated as necessary:
  - (i) The Warden of a DPDS facility is the Chief Executive Officer and has sole and direct charge of that facility subject to the authority of the Commissioner his or her designee.
  - (ii) The Assistant Warden is responsible for programs and services at DPDS.
  - (iii) A Chief of Security is responsible for security operations at DPDS.
  - (iv) The organization chart identifies and assigns responsibility for the management of services by function within the institution and is updated as needed.
- (c) The organizational chart will be used by management in regular reviews of the personnel structure of the organization.
- (d) A written description of the organizational chart entitled Organizational Chart Narrative (Appendix 2) has been developed.

(2) Custody:

- (a) Provide and maintain discipline, control and custody of inmates assigned to the institution.
- (b) Provide, maintain and operate the physical facilities necessary for both the health and welfare of the inmate population.
- (c) Establish and maintain security procedures which shall provide for the health, safety, welfare and legal rights of inmates assigned to the facility.

J. Programs and Services.

- (1) Provide mandatory programs for inmates to enable them to increase their educational levels.
- (2) Provide for dietary allowances, health care and maintenance of the inmate population.
- (3) Provide religious and volunteer activities to the inmate population as required.

**.06 Attachment(s).**

Appendix A – Organizational Chart (BCBIC).

Appendix B – Organizational Chart (BCDC).

Appendix C - Organizational Chart Narrative.

**.07 History.**

New directive with no previous history.

**.08 Distribution.**

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