DIVISION DIRECTIVE

Title: Division of Pretrial Detention and Services-Facility Organization and Function	**Directive Number:** DPDS.010.0001 – Revised
Related MD Statute/Regulations: Correctional Services Article §§5-101 – 5-404 (a) & (b) and §9-106, Annotated Code of Maryland; COMAR 12.16.01.03	**Supersedes:** DPDS.010.0001 – Facility Organization, dated September 1, 2025
Related ACA and MCCS Standards: 4-ADLF-01—05, 12, 15, 16, 17, 18, and 19 1-CORE-7D-01	**Approved By:** **Kathleen J. Landerkin** Assistant Commissioner
Related Directives: DPSCS.010.0001 – Department Organization, Delegation of Authority, and Lines of Communication DOC.230.0001 – Transfer of Local Inmates to DOC Custody	**Effective Date: November 16, 2026**
Variance: No facility directive is required to implement and comply with this directive.	**Number of Pages: 6**

Kelvin L. Harris
Deputy Commissioner

Kimberly D. Bey
Commissioner

David Greene
Interim Secretary

.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) "Division of Correction (DOC)" means the agency identified in Correctional Services Article, §3-201, Annotated Code of Maryland.

(5) Facility Administrator" means a managing official as defined in Correctional Services Article, §1-101, Annotated Code of Maryland.

(6) 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 in Correctional Services Article, §1-101, Annotated Code of Maryland.

(c) "Incarcerated individual" includes the term incarcerated person.

(d) "Incarcerated individual" includes a person being held or detained in pretrial status.

(7) "Warden" means a managing official as defined in Correctional Services Article, §1-101, Annotated Code of Maryland.

.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.

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, Annotated Code of Maryland, 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, 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 titled *Transfer of Local Inmates into DOC Custody*, 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 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 and an Assistant Commissioner with approval of the Secretary.

(1) The Deputy Commissioner shall be the acting Commissioner in the absence of the Commissioner.

(2) The Assistant Commissioner shall be the acting Commissioner in the absence of both the Commissioner and the Deputy 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 DPSCS.010.0001 0001 – Department Organization, Delegation of Authority, and Lines of Communication.

K. Office of the Commissioner.

(1) 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.

(2) With the approval of the Secretary, the Commissioner shall appoint a warden for the correctional facilities under the Division.

(3) 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.

(4) The Commissioner shall appoint a facility administrator to oversee YDC. The YDC Facility Administrator shall report to the assistant commissioner.

L. 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 and the YDC Facility Administrator 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) Creating a detailed Facility Organizational Chart and submitting it to the Office of the Commissioner for review and approval.

M. The Director of the Pretrial Release Supervision Program (PRSP) is:

(1) Responsible for the administration and operational oversight of the PRSP, subject to the authority of the Commissioner;

(2) Provides pretrial services to incarcerated and supervised individuals charged with criminal offenses in Baltimore City; and

(3) Responsible for establishing a 10 Series directive and organizational chart that provides an overview of the PRSP's structure, functions, and lines of communication, that is submitted to the Deputy Commissioner for review and approval.

N. The Deputy and Assistant Commissioners shall ensure that on or before July 15th or each fiscal year, the units under their areas of operational responsibility submit a detailed operational organization chart. The charts shall be forwarded to the Commissioner for review and approval.

O. On or before August 15th of each fiscal year, the Office of the Commissioner shall forward to the Office of the Secretary, the Division's Operational Organizational Charts.

P. The Division shall maintain records in accordance with Appendix B – Division of Pretrial Detention and Services Record Retention and Disposal Schedule.

.06 Appendices.

A. The Division of Pretrial Detention and Services Organizational Chart

B. The Division of Pretrial Detention and Services Record Retention and Disposal Schedule

.07 History.

A. This directive replaces Division Directive DPDS.010.0001 – Facility Organization dated September 1, 2025. 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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