


STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	ORGANIZATION AND FUNCTION		
	DCD #:	10-3		
	TITLE:	Metropolitan Transition Center		
	ISSUED:	July 1, 2004		
	AUTHORITY:	<i>Patricia Allen</i>	ASSISTANT COMMISSIONER	
	APPROVED:	<i>J.C. Szymanski</i>	COMMISSIONER	

I. References:

- A. Correctional Services Article, §§3-101, 3-401 – 3-415, ACM
- B. ACA Standard 4-4010

II. Purpose: To present an outline of the mission, organization and functions of the Metropolitan Transition Center (MTC).

III. Mission: The mission of MTC is to protect the public from repeated criminal activities of the adult male offenders housed in this institution as well as assigned pre-release units, while preparing the inmate for reentry into the community via pre-release programs and work experience.

DOC institutions/facilities do not at any time detain juvenile offenders who are under juvenile court jurisdiction. However, youthful offenders are housed in adult correctional institutions/facilities only when legal jurisdiction has been waived to adult authorities, or the juvenile is formally charged with having committed an exclusionary offense.

IV. Description of Facility:

MTC is a minimum security institution, opened in 1804 as the Maryland Penitentiary, located in Baltimore City, on the complex that includes the Maryland Reception Diagnostic and Classification Center, the Maryland Correctional Adjustment Center, the Baltimore City Correctional Center and the Baltimore Pre-Release Unit. MTC operates two pre-release units (BCCC and BPRU), with contractual responsibilities for state inmates housed in three contractual pre-release facilities located in Baltimore, and the Central Home Detention Unit.

A. Organization

- 1. The warden is the chief executive officer and is in sole and direct charge of MTC and assigned pre-release facilities, subject to the authority of the Commissioner of Correction and the Commissioner's designees. To carry out this responsibility, the organization chart attached as Appendix 1 is established for MTC.

2. Two assistant chief executive officers manage and direct administrative and operational/security responsibilities for MTC.
3. Each pre-release unit is managed by a facility administrator.
4. The organization chart identifies and assigns responsibilities for the management of services by function within the institution. Each department supervisor is responsible for ensuring program implementation and delivery is consistent with DOC directives or as otherwise directed by the Commissioner.
5. MTC consists of the following:
 - a. Baltimore City Correctional Center
 - b. Baltimore Pre-Release Unit
 - c. Central Home Detention Unit
6. MTC has contractual responsibility for the following contractual facilities:
 - a. Dismas House – East
 - b. Dismas House – West
 - c. Threshold, Incorporated
7. The MRDCC finance office is responsible for all accounting functions of MTC and assigned pre-release facilities.
8. MTC includes the OSTC, an education and occupational education center for use by inmates of MTC and pre-release units including BPRUW.

B. Functions

The functions of MTC and assigned pre-release facilities are categorized into three areas: Administration, Custody and Programs and Services. These functions are described below:

1. Administration
 - a. Implement and maintain personnel and fiscal procedures in the day-to-day management of the institution.
 - b. Establish and maintain institutional directives which prescribe the manner of operation of the institution.
 - d. Plan and provide a meaningful and ongoing staff training and development program consistent with requirements mandated by the Maryland Correctional Training Academy and the Maryland Commission on Correctional Standards, as well as DOC policy and

procedure.

- d. Initiate and maintain records necessary for inmate management and institutional operation.
- e. Provide an institutional atmosphere and operation conducive to the health, welfare, safety and growth of staff.
- f. Provide a rehabilitative environment for inmates. This shall include the protection of the inmate from victimization within the institution as well as the development of a system of due process.
- g. Provide daily dietary requirements as sanctioned by state and federal government.

2. Custody

- a. Provide and maintain discipline, control and custody of inmates assigned to this 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 this institution.
- d. Provide for transportation and security of inmates to hospitals, courts, and other facilities as required.
- e. Provide for custody and security of inmates admitted to the University of Maryland Hospital.
- f. Manage and operate the death chamber to carry out death sentence executions.

3. Programs and Services

- a. Provide programs for inmates to enable them to increase their educational levels and/or acquire occupational skills.
- b. Provide for the health care and maintenance of the inmate population.
- c. Provide mental health services to the inmate population.

- d. Provide a structured program of recreation and leisure time activities for the inmate population.
- e. Initiate, maintain and secure both manual and automated records necessary for inmate management and programming.
- f. Provide inmate programming services based upon the needs of the inmate as well as the institution.
- g. Provide religious and volunteer activities to the inmate population as required.

C. No institutional directive is required.

V. Attachment: Appendix 1 - Organization Chart, MTC

VI. Rescission: DCD 10-3, dated January 20, 2004

Distribution:

A
L