


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

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	ORGANIZATION AND FUNCTION	
	DCD #:	10-10	
	TITLE:	Roxbury Correctional Institution	
	ISSUED:	July 1, 2004	
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	APPROVED:	<i>F.C. Sizer Jr</i>	COMMISSIONER

I. References:

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

II. Purpose: To present an outline of the mission, organization and functions of the Roxbury Correctional Institution (RCI).

III. Mission: The mission of RCI is to protect the public from repeated criminal activities of the adult male offenders housed in this institution. This is achieved through the secure confinement of the inmate in an atmosphere conducive to the inmate's personal growth and through operations and procedures that comply with constitutional requirements and recognized professional standards.

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:

RCI was opened in 1983 and is located in Hagerstown on a complex that includes the Maryland Correctional Institution - Hagerstown and the Maryland Correctional Training Center. RCI provides housing for inmates at the medium and medium level II security levels.

A. Organization

- 1. The warden is the chief executive officer and is in sole and direct charge of RCI, 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 RCI.

2. The assistant warden functions as the assistant chief executive officer who is responsible for the management of the institution in the warden's absence.
3. The organization chart identifies and assigns responsibility 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.
4. The three Hagerstown institutions share support services in the following areas:
 - a. commitment
 - b. fiscal
 - c. central food services
 - d. regional maintenance
 - e. training
 - f. grounds-keeping
 - g. power plant (RCI is independent of the power plant)

B. Functions

The functions of RCI 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.
 - c. Plan and provide a meaningful and ongoing staff training 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
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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.

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 social services including substance abuse counseling and social work counseling.
- e. Provide a structured program of recreation and leisure time activities for the inmate population.
- f. Initiate, maintain, and secure both manual and automated records necessary for inmate management and programming.
- g. Provide inmate programming services based upon the needs of the

inmate as well as the institution.

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- h. Provide religious and volunteer activities to the inmate population as required.
- i. Provide inmate training through the State Use Industries graphics shop.

C. No institutional directive is required.

V. Attachment: Appendix 1 - Organization Chart, RCI.

VI. Rescission: DCD 10-10, dated February 10, 2004

Distribution:

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