

Chapter 02 Organization of the Department and Division

Section 01 - Organizational Structure and Components

A. The Department of Public Safety and Correctional Services.

(1) The Department is one of eighteen principal departments within the Executive Branch of the State government. The Governor, with the advice and consent of the Senate, appoints the Secretary of the Department. The Secretary is accountable to the Governor for all matters assigned to the Department by law and regulation and for implementing the Governor's policies on public safety, probation, parole, correctional facilities, and crime prevention.

(2) The Secretary is responsible for the management and operation of the Department and is statutorily authorized to establish guidelines and procedures for the Department's administration. Two Deputy Secretaries, whose appointments require gubernatorial approval, and two Assistant Secretaries assist the Secretary in managing the Department.

B. Departmental Agencies.

The Department is comprised of the:

- (1) Division of Parole and Probation;
- (2) Maryland Parole Commission;
- (3) Division of Correction;
- (4) Commission on Correctional Standards;
- (5) Division of Pretrial and Detention Services;
- (6) Information Technology and Communications Division;
- (7) Inmate Grievance Office;
- (8) Criminal Injuries Compensation Board;
- (9) Sundry Claims Board;
- (10) Emergency Number Systems Board;
- (11) Patuxent Institution;
- (12) Board of Review for Patuxent Institution; and
- (13) Police and Correctional Training Commissions.

C. Organization of the Division of Parole and Probation.

(1) The head of the Division is the Director of Parole and Probation who is appointed by the Secretary with the approval of the Governor and the advice and consent of the Senate. The Director manages the agency through a central, program, and regional organizational structure, is accountable to the Deputy Secretary for Operations, and serves at the pleasure of the Secretary.

(2) The Director is the Division's chief administrator, appointing authority, and the Governor's designated officer in matters of the Interstate Compact for Adult Offender Supervision.

D. Central Administration.

(1) Central Administration consists of the Office of the:

- (a) Director;
- (b) Executive Deputy Director for Operations;
- (c) Deputy Director for Administrative Services; and
- (d) Deputy Director for Program Services.

(2) The Office of the Director includes:

- (a) Proactive Community Supervision;
- (b) Legislative affairs;
- (c) Community Service Grant Program; and
- (d) Public information office.

(3) The Office of the Executive Deputy Director for Operations is the hub for divisional field services and operations. The office coordinates and directs operations within:

- (a) Regions I, II, III, and IV;
- (b) The Correctional Options Program;
- (c) The Drinking Driver Monitor Program; and
- (d) Special Services units, including:
 - (i) Case Monitoring;
 - (ii) Interstate Compact;

(iii) Liaison Agent Waiver; and

(iv) Warrant Apprehension.

(4) The Office of the Deputy Director for Administrative Services oversees:

(a) Budget and fiscal services;

(b) Collections and accounting;

(c) Human resources;

(d) Staff development and training; and

(e) Leases and facilities.

(5) The Office of the Deputy Director for Program Services includes:

(a) Victim services;

(b) Clinical services;

(c) Policy development; and

(d) Management information services.

E. Regional and Program Structure and Staff.

(1) The Division is organized into four geographic regions and two programs.¹

(a) Region I: Anne Arundel, Caroline, Cecil, Dorchester, Harford, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester counties;

(b) Region II: Baltimore City;

(c) Region III: Calvert, Carroll, Charles, Howard, Prince George's and St. Mary's counties;

(d) Region IV: Allegany, Baltimore, Frederick, Garrett, Montgomery and Washington counties;

(e) Drinking Driver Monitor Program: Each county and Baltimore City; and

(f) Correctional Options Program: Baltimore City.

(2) Each region and program is staffed by:

¹ The administrations of the Correctional Options Program and the Drinking Driver Monitor Program are distinct from the administrations of the regions where they are located.

- (a) A regional or program administrator;
- (b) An assistant regional or an assistant program administrator;
- (c) Office managers;
- (d) Unit managers;
- (e) Agents or monitors, or both; and
- (f) Agent assistants and support personnel.