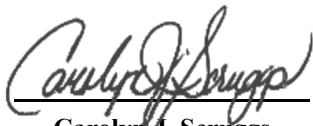



Division Directive




 Carolyn J. Scruggs
 Secretary

Title: Division of Correction—Organization and Function	Directive Number: DOC.010.0001- Revised
Related MD Statute/Regulations: Correctional Services Article §§ 3-201, 3-202, 3-203, 3-205, 3-208, 3-210, 3-213, 3-402, 3-502, 9-303-306 Annotated Code of Maryland; COMAR 12.02.01	Supersedes: DOC.010.0001 dated February 1, 2001
	Authorized By:  Keith D. Dickens Commissioner of Correction
Related ACA and MCCS Standards: ACA 5 th Ed (2019): 5-ACI-1A-01, 5-ACI-1A-02, 5-ACI-1A-11	Issued Date: June 9, 2026 Effective Date: June 3, 2026
Related Directives: DPSCS.010.0001 - Department Organization, Delegation of Authority, and Lines of Communication DOC 10 Series; DOC.150.0001 DOC.230.0001 - Transfer of Local Incarcerated Individuals to DOC Custody	
Variance: Each DOC Facility shall issue and keep current a .010 – Organization and Function directive.	Number of Pages: 8

.01 Purpose.

The purpose of this directive is to outline the mission, organization, and function of the Division of Correction (Division).

.02 Scope.

This directive applies to each Department of Public Safety and Correctional Services (Department), Division of Correction employees.

.03 Policy.

It is the policy of the Division to operate and function within the requirements of state and federal laws, regulations, and Department directives, while maintaining an organizational structure that provides a clear guidance to employees regarding the chain of command, lines of communication, and helps the Division to provide a safe, secure, and humane environment for the incarcerated individuals.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) “Correctional facility” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland: ‘Correctional facility’ means a facility that is operated for the purpose of detaining or confining adults who are charged with or found guilty of a crime.
- (2) “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 who is actually or constructively detained or confined in a correctional facility.”
 - (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.”
- (3) “Offender Case Management System (OCMS)” is the Department’s system of record in accordance with Executive Directive ADM.035.0001 - Offender Case Management System.

.05 Responsibility and Authority.

A. Commissioner of Correction (Commissioner).

- (1) In accordance with Correctional Services Article, § 3-202, Annotated Code of Maryland, Commissioner is responsible for the administration and oversight of the Division and its facilities, subject to the approval of the Governor, and the authority of the Secretary of Public Safety and Correctional Services (Secretary), or the Secretary’s designee.
- (2) To manage the responsibilities conferred on the Commissioner in Title 3 of the Correctional Services Article, Annotated Code of Maryland, the Commissioner is empowered to adopt policy and regulations for the operation of the Division.
- (3) 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 Table of Organizational Chart – (Appendix A). The Division’s Table of Organization chart shall be maintained in accordance with §.05J - L of this directive.
- (4) In accordance with Correctional Services Article, §9-303, the Commissioner may, by written agreement and in accordance with procedures established in DOC.230.0001, enter into agreements to accept the transfer of incarcerated individuals from a local correctional facility when:

- (a) An incarcerated individual requires special behavioral or medical treatment, or maximum security detention, that may only be available in a DOC correctional facility; and
- (b) A local detention facility is not equipped to provide the necessary treatment or detention.
- (5) In accordance with Correctional Services Article § 9-304 and § 9-306, Annotated Code of Maryland, the Commissioner may, for incarcerated individuals in the custody of the Commissioner, enter into written agreements to facilitate the transfer of:
 - (a) Minimum security incarcerated individuals to local county detention facilities for participation in community-oriented programs; and
 - (b) Incarcerated individuals to federal government facilities when necessary.
- (6) The Commissioner shall maintain a records retention and disposal schedule in accordance with state law and DOC.020.0014.

B. Delegation of Authority.

- (1) In accordance with Correctional Services Article, §3-209, Annotated Code of Maryland, in the absence of the Commissioner, the Deputy Commissioner shall act as the Commissioner of Correction.
- (2) The Commissioner may, with the permission of the Secretary and by written agreement accept administrative and supervisory responsibility for incarcerated individuals in the custody of the Commissioner of the Division of Pretrial Detention and Services (DPDS) who are assigned to the DPDS home detention program as established by Correctional Services Article, § 5-202, Annotated Code of Maryland;
- (3) With the approval of the Secretary, the Commissioner has established the following areas of operation within the Division:
 - (a) DOC Headquarters;
 - (b) Office of the Commissioner;
 - (c) Office of the Deputy Commissioner;
 - (d) Office of the Assistant Commissioner;
 - (e) Centralized Commitment Office;
 - (f) Case Management Unit;

- (g) Correctional Facilities;
- (h) Maryland Correctional Enterprises; and
- (i) Central Home Detention Unit.

C. DOC Headquarters.

- (1) The DOC Headquarters (HQ) unit is the central administrative office of the Division. The role of HQ is to ensure responsibility and accountability in the proper execution of the Division's mission and assist operating facilities with meeting their major objectives. HQ's functions include but are not limited to:
 - (a) Strategic planning for correctional programs and services;
 - (b) Policy development, analysis, and monitoring;
 - (c) Program operations management and control systems;
 - (d) Guidance to field units on administrative and operational issues; and
 - (e) Interagency cooperation and coordination in the administration of criminal justice.
- (2) To administer these functions, the Table of Organization chart attached as Appendix A is established for the Division.

D. Office of the Commissioner.

- (1) As the Division's administrator, the Commissioner is responsible for formulating correctional goals, establishing policies and priorities related to these goals, and transferring the goals into measurable objectives for accomplishment by staff. The following individuals report, directly to the Commissioner:
 - (a) Deputy Commissioner;
 - (b) Executive Assistant and Management Associate who provide clerical and project management assistance;
 - (c) Executive Director, Commitment – Manages commitment services through training and assistance to the regional commitment offices regarding diminution of confinement records, special project credits, sentence calculation, detainers, and writs;

- (d) Director, Case Management – Directs case management and classification activities of the Division;
- (e) Chief Executive Officer – Maryland Correctional Enterprises (MCE) – Establishes procedures for the operation of MCE, which provides work experience for incarcerated individuals in accordance with applicable laws and directives, and provides overall management and direction as described in DOC.150.0001; and
- (f) Executive Director, Central Home Detention Unit (CHDU) – With the permission of the Commissioner the Executive Director issues and oversees procedures for the operation of CHDU in accordance with Correctional Services Article, §3-401 et seq., Annotated Code of Maryland.

E. Office of the Deputy Commissioner.

- (1) The Deputy Commissioner reports directly to the Commissioner and functions as the second in command, serving as the Acting Commissioner in the Commissioner’s absence. The following individuals report directly to the Deputy Commissioner:
 - (a) Assistant Commissioner – East;
 - (b) Assistant Commissioner – West;
 - (c) Executive Assistant – Provides the Deputy Commissioner’s staff at HQ with assistance.
 - (d) Religious Services Chief - Responsible for managing the Department’s incarcerated individual religious services programs consistent with federal and state law.
 - (e) Director, Correctional Food Service – Responsible for managing the Department’s food services program consistent with applicable health and safety laws.

F. Office of the Assistant Commissioner – West and East.

- (1) The Assistant Commissioners report to the Deputy Commissioner and provide supervisory direction to the wardens.
- (2) The following individuals report directly to the Assistant Commissioner –East:
 - (a) Executive Assistant – Provides staff assistance.
 - (b) Wardens for the following correctional facilities: Eastern Correctional Institution (ECI), Maryland Correctional Institution – Women (MCIW), Jessup Correctional Institution (JCI), Maryland Correctional Institution – Jessup (MCIJ), and the Maryland Correctional Pre-

Release System (MCPRS) which includes Central Maryland Correctional Facility (CMCF), Dorsey Run Correctional Facility (DCRF), and Baltimore City Correctional Center (BCCC).

- (3) The following individuals report directly to the Assistant Commissioner - West:
 - (a) Executive Assistant – Provides staff assistance.
 - (b) Wardens for the following correctional facilities: Western Correctional Institution (WCI), Roxbury Correctional Institution (RCI), Maryland Correctional Institution – Hagerstown (MCIH), Maryland Correctional Training Center (MCTC), and North Branch Correctional Institution (NBCI).

G. Correctional Facilities.

- (1) The Commissioner shall appoint a warden for each correctional facility in the Division.
- (2) The wardens of the Division's correctional facilities and pre-release system are individuals with extensive knowledge of the objectives, principles, and methods in the administration of correctional facilities. Wardens are solely and directly responsible for implementing and enforcing Division policies and procedures, legislatively mandated programs and activities, and the Code of Maryland Regulations (COMAR) at the correctional facilities they administer.
- (3) Each warden is responsible for:
 - (a) The secure confinement of incarcerated individuals and the administration of correctional programs and services designed for the education, health, safety, welfare, and successful reentry of the incarcerated individual population;
 - (b) Ensuring the efficiency and effectiveness of all employees assigned to the facility through professional staff development and training;
 - (c) Ensuring on or before July 15th of each fiscal year, that a detailed Table of Organization chart is forwarded to the Office of the Commissioner for review and approval; and
 - (d) Authorizing the designation of Acting Warden for instances when the warden may be unavailable, incapacitated or otherwise unavailable to make the designation.
- (4) The Commissioner may appoint one or more assistant wardens for a correctional facility.
 - (a) An assistant warden shall have the same qualifications as a warden; and
 - (b) An assistant warden shall perform the duties of the warden in the absence of the warden.

H. Case Management Unit.

- (1) The unit directs and monitors facility compliance with:
 - (a) The adoption of certain provisions of the Justice Reinvestment Act which mandate that the Division's case management program, in accordance with Correctional Services Article, §3-601, Annotated Code of Maryland, conducts a risk and needs assessment, and based on the results of that risk and assessment, develops and individualized written case plan that guides an incarcerated individual's rehabilitation while custody.
 - (b) The Division's policies and processes for developing individual case plans and conducting security classification procedures for each incarcerated individual in the Commissioner's custody.
- (2) The unit directs the staff and activities of numerous programs, which include, but are not limited to the:
 - (a) Assessment, development, and completion of incarcerated individual's case plans;
 - (b) Design, maintenance, and evaluation of the initial security classification and reclassification processes;
 - (c) Develops and maintains the program's directives and manual;
 - (d) Provides training and assistance to correctional facility case managers; and
 - (e) Manages the Administrative Remedy Procedure process as required by [COMAR 12.02.28](#) and provides assistance to correctional staff.

I. Central Home Detention Unit (CHDU) monitors incarcerated individuals on parole, mandatory release supervision, and pretrial supervision who live in a private dwelling approved by the Commissioner, or designee.

J. The Division shall outline the organization and function of each correctional facility by issuing a .010 series directive for each correctional facility.

K. The organization and function of each correctional facility and pre-release system facility are described in the following Division Directives:

- (a) DOC.010.0005 Maryland Correctional Institution – Hagerstown;
- (b) DOC.010.0006 Maryland Correctional Training Center;

- (c) DOC.010.0007 Maryland Correctional Institution for Women;
 - (d) DOC.010.0008 Maryland Correctional Pre-Release System that includes:
 - (i) DOC.010.0016 Baltimore City Correctional Center;
 - (ii) DOC.010.0017 Central Maryland Correctional Facility; and
 - (iii) DOC.010.0018 Dorsey Run Correctional Facility;
 - (e) DOC.010.0009 Maryland Correctional Institution – Jessup;
 - (f) DOC.010.0010 Roxbury Correctional Institution;
 - (g) DOC.010.0011 Eastern Correctional Institution
 - (h) DOC.010.0013 Jessup Correctional Institution (formerly titled MHC-A);
 - (i) DOC.010.0014 Western Correctional Institution; and
 - (j) DOC.010.0015 North Branch Correctional Institution.
- L.** On or before August 15th of each fiscal year, the Office of the Commissioner shall forward to the Office of the Secretary and Deputy Secretary of Administration the Division’s Table of Organization chart, along with copies of the Table of Organization for each facility.
- M.** The Division shall maintain records in accordance with the Division of Correction Record Retention and Disposal Schedules.

.06 Appendix.

Appendix A – Division of Correction - Commissioner’s Table of Organization

.07 History.

- A.** This directive supersedes DOC.010.0001 dated February 1, 2001.
- B.** This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

.08 Distribution.

A, L

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

Division of Correction – Organizational Structure



Commissioner of Correction
Keith D. Dickens

Executive Assistant to the Commissioner
Racquel Adams

Keith D. Dickens
Keith D. Dickens
Commissioner

4/30/2026
Date

