


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

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	ORGANIZATION AND FUNCTION
	DCD #:	10-5
	TITLE:	Maryland Correctional Institution - Hagerstown
	ISSUED:	July 1, 2004
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	APPROVED:	<i>F. C. Sykes 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 Maryland Correctional Institution - Hagerstown (MCI-H).

III. Mission: The mission of MCI-H 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 initiative, 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:

MCI-H was opened in 1942 and is located in Hagerstown on a complex that includes the Maryland Correctional Training Center and the Roxbury Correctional Institution. MCI-H provides housing for inmates at the medium security level.

A. Organization

1. The warden is the chief executive officer and is in sole and direct charge of MCI-H, 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 MCI-H.
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 service
 - d. regional maintenance
 - e. training
 - f. grounds-keeping
 - g. power plant
5. MCI-H has direct supervisory responsibility for the commitment office, central food service department, and generally directs the medical services contractor who has the administrator assigned at MCI-H.

B. Functions

The functions of MCI-H 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 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
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institution as well as the development of a system of due process.

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.

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 religious and volunteer activities to the inmate population as required.
- h. Provide inmate training through metal, upholstery, and meat-cutting shops of State Use Industries.

C. No institutional directive is required.

V. Attachment: Appendix 1 – Organization Chart, MCI-H

VI. Rescission: DCD 10-5, dated February 10, 2004

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