


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

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|  DIVISION OF CORRECTION DIRECTIVE | PROGRAM: | ORGANIZATION AND FUNCTION | |
| | DCD #: | 10-6 | |
| | TITLE: | Maryland Correctional Training Center | |
| | ISSUED: | July 1, 2004 | |
| | AUTHORITY: | <i>Bobby P. Shearer</i> | DEPUTY COMMISSIONER |
| | APPROVED: | <i>J.C. Ligon</i> | COMMISSIONER |

I. References:

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

II. Purpose: To present an outline of the mission, organization and functions of the Maryland Correctional Training Center (MCTC).

III. Mission: The mission of MCTC 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 an exclusionary offense.

IV. Description of Facility:

MCTC was opened in 1966, and is located in Hagerstown on a complex that includes the Maryland Correctional Institution-Hagerstown, and the Roxbury Correctional Institution. MCTC operates the Harold E. Donnell and Emergency Housing units. MCTC provides housing for inmates at the medium, minimum, and pre-release security levels.

A. Organization

- 1. The warden is the chief executive officer and is in sole and direct charge of MCTC, 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 MCTC.
- 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. A facility administrator manages the Harold E. Donnell and Emergency Housing units.
4. 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.
5. 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

B. Functions

The functions of MCTC 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 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 the 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 the 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 inmate-programming services based upon the needs of the inmate as well as the institution.
- h. Provide religious and volunteer activities to the inmate population as required.

C. No institutional directive is required.

V. Attachment: Appendix 1 – Organization Chart, MCTC

VI. Rescission: DCD 10-6, dated February 10, 2004

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