
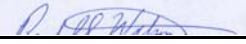



STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	<b>PROGRAM:</b>	<b>ORGANIZATION AND FUNCTION</b>
	<b>DCD #:</b>	<b>10-7</b>
	<b>TITLE:</b>	<b>Maryland Correctional Institution for Women</b>
	<b>ISSUED:</b>	<b>July 1, 2004</b>
	<b>AUTHORITY:</b>	 <b>ASSISTANT COMMISSIONER</b>
	<b>APPROVED:</b>	 <b>COMMISSIONER</b>

I. References:

- A. Correctional Services Article, §§3-101, 3-301 – 3-305, ACM
- B. ACA Standard 4-4010

II. Purpose: To present an outline of the mission, organization and functions of the Maryland Correctional Institution for Women (MCIW).

III. Mission: The mission of MCIW is to protect the public from repeated criminal activities of the adult female 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:

MCIW was opened in 1939 and is located in Jessup on a complex that includes other correctional institutions. MCIW is both the reception center and the maintaining facility for all females committed to DOC. MCIW provides housing for inmates at the maximum and medium security levels. The Baltimore Pre-Release Unit for Women (BPRUW) provides housing for inmates at the minimum and pre-release security levels.

A. Organization

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

2. The assistant warden functions as the assistant chief executive officer and is responsible for the management of the institution in the warden's absence.
3. The facility administrator is responsible for the management of BPRUW, subject to the authority of the chief executive officer of MCIW.
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.

## B. Functions

The functions of MCIW are categorized into three areas: Administrative, 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 MCIW and BPRUW.
  - b. Establish and maintain institutional directives which prescribe the manner of operation of MCIW and BPRUW.
  - c. Provide identification of female inmates to include fingerprinting, photographing, assignment of DOC identification number and provide the Maryland State Police and the FBI with this information.
  - d. 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.
  - e. Initiate and maintain records necessary for inmate management and institutional operation.
  - f. Provide an institutional atmosphere and operation conducive to the health, welfare, safety and growth of staff.
  - g. 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.
  - h. 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 MCIW and BPRUW.
  - 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 MCIW and BPRUW.
  - 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 which enable them to increase their educational levels and/or acquire occupational skills as well as parenting skills.
  - b. Provide for the health care and maintenance of the inmate population to include physical examinations upon admission, outpatient services such as periodic physical examinations, and inpatient infirmary care.
  - c. Provide inpatient and outpatient mental health services to the inmate population.
  - d. Provide social services including substance abuse counseling, HIV counseling and social work counseling.
  - e. Provide a structured program of recreation and leisure time activities for the inmate population.
  - f. Provide inmate programming services based upon the needs of the inmate as well as MCIW and BPRUW.
  - g. Provide religious and volunteer activities to the inmate population as required.
  - h. Provide structured work activities to the inmate's job experiences.

C. No institutional directive is required.

V. Attachment: Appendix 1 - Organization Chart, MCIW

VI. Rescission: DCD 10-7, dated November 1, 2000

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