
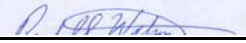
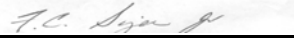


STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	ORGANIZATION AND FUNCTION
	DCD #:	10-8
	TITLE:	Maryland Correctional Pre-Release System
	ISSUED:	July 1, 2004
	AUTHORITY:	 ASSISTANT COMMISSIONER
	APPROVED:	 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 Pre-Release System (MCPRS).

III. Mission: The mission of MCPRS is to protect the public from repeated criminal activities of the adult male offenders housed in its pre-release units, while preparing the inmate for reentry into the community via pre-release programs and work experience.

DOC facilities do not at any time detain juvenile offenders who are under juvenile court jurisdiction. However, youthful offenders are housed in adult correctional 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:

MCPRS headquarters is located in Jessup and operates six pre-release units with contractual responsibilities for state inmates housed in two contractual pre-release facilities located throughout Maryland. MCPRS 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 MCPRS, subject to the authority of the Commissioner of Correction and the Commissioner's designees.
2. Each pre-release unit is managed by a facility administrator.
3. Two assistant chief executive officers manage and direct administrative and operational/security responsibilities for the pre-release system.

4. The MCPRS consists of the following:
 - a. Brockbridge Correctional Facility (Jessup)
 - b. Central Laundry Facility (Sykesville)
 - c. Eastern Pre-Release Unit (Church Hill)
 - d. Jessup Pre-Release Unit (Jessup)
 - e. Southern Maryland Pre-Release Unit (Charlotte Hall)
 - f. Herman L. Toulson Correctional Boot Camp (Jessup)
5. MCPRS has contractual responsibility for the following contractual facilities:
 - a. Cecil County Community Adult Rehabilitation Center (Elkton)
 - b. Montgomery County Pre-Release Unit (Rockville)
6. The organization chart attached as Appendix 1 is established for MCPRS.

B. Functions

The functions of MCPRS 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 pre-release facilities.
 - b. Establish and maintain institutional and unit directives which prescribe the manner of operation of the system.
 - 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 facilities operations.
 - e. Provide an 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 pre-release system as well as the development of a system of due process.
 - g. Provide daily dietary requirements as sanctioned by state and federal government.

2. Custody
 - a. Provide and maintain discipline, control and custody of assigned inmates.
 - b. 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 facility.
 - h. Provide religious and volunteer activities to the inmate population as required.
 - i. Provide laundry services to other state agencies.
 - j. Provide outside inmate work crews.
 - k. Provide work release for qualifying inmates to prepare for release into the community.

C. No institutional directive is required.

V. Attachment: Appendix 1 - Organization Chart, MCPRS

VI. Rescission: DCD 10-8, dated September 10, 2002

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