


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

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	ORGANIZATION AND FUNCTION
	DCD #:	10-9
	TITLE:	Maryland Correctional Institution - Jessup
	ISSUED:	July 1, 2004
	AUTHORITY:	<i>Russell Watkins</i> ASST. COMMISSIONER
	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 - Jessup (MCI-J).

III. Mission: The mission of MCI-J 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.

Division of Correction 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-J was opened in 1981 and is located in Jessup on a complex that includes the Maryland House of Correction and the Maryland House of Correction Annex. MCI-J provides housing for inmates at the medium security level. A small number of minimum security inmates are also housed at MCI-J.

A. Organization

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

2. The assistant warden functions as the assistant chief executive officer who is responsible for the management of the institution in the chief executive officer'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.

B. Functions

The functions of MCI-J 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.
- g. Provide food service for MCI-J inmates as well as satellite food service to the Jessup Pre-Release Unit.

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 education 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.
- i. Provide printing and graphics at the State Use Industries printing and graphics shop.

C. No institutional directive is required.

V. Attachment: Appendix 1 - Organization Chart, MCI-J

VI. Rescission: DCD 10-9 dated February 15, 1994

Distribution:

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