


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

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM: ORGANIZATION AND FUNCTION
	DCD #: 10-11
	TITLE: Eastern Correctional Institution
	ISSUED: July 1, 2004
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	APPROVED: <i>J. C. Ligon 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 Eastern Correctional Institution (ECI).

III. Mission: The mission of ECI 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 offender 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:

ECI, located in Somerset County, was opened in 1987. It consists of compounds providing 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 ECI, ECI Annex and Poplar Hill Pre-Release Unit (PHPRU), 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 ECI.
- 2. The ECI complex consists of two medium security compounds, a minimum security compound (ECI Annex), and a pre-release unit (PHPRU). Two assistant chief executive officers manage and direct administrative and

operational/security responsibilities for the medium security compounds, a facility administrator is responsible for the minimum security compound, and a facility administrator is responsible for the pre-release unit. These individuals directly supervise department supervisors assigned to their respective areas. Each department supervisor is responsible for ensuring that program implementation and delivery is consistent with DOC directives or as otherwise directed by the Commissioner.

B. Functions

The functions of ECI 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. Range training is provided on the institution grounds.
- 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 through a central kitchen for ECI, the Somerset County Detention Center and for the adjacent minimum security unit.

- h. Provide laundry services for ECI, PHPRU and the adjacent minimum security unit.

2. Custody

- a. Provide and maintain discipline, control and custody of inmates assigned to ECI and PHPRU.
- 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 ECI and PHPRU.
- 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.
- i. Provide inmate training through State Use Industries shops.

C. No institutional directive is required.

V. Attachment: Appendix 1 – Organization Chart, ECI

VI. Rescission: DCD 10-11, dated August 30, 2002

Distribution:

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