


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

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	ORGANIZATION AND FUNCTION		
	DCD #:	10-12		
	TITLE:	Maryland Correctional Adjustment Center		
	ISSUED:	July 1, 2004		
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	APPROVED:	<i>J. C. [Signature]</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 Adjustment Center (MCAC).

III. Mission: The mission of MCAC is to supervise offenders sentenced to its jurisdiction.

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:

The MCAC opened in 1989 and is located in Baltimore City on a complex that includes the Metropolitan Transition Center (MTC), the Maryland Reception Diagnostic and Classification Center (MRDCC), the Baltimore City Correctional Center (BCCC) and the Baltimore Pre-Release Unit (BPRU). The MCAC provides intensive and specialized staff supervision and more restricted confinement for inmates assigned to level II maximum security status. These inmates pose a high risk of violence, disruption and potential for escape and cannot be managed in any other type of facility of lesser security.

A. Organization

1. The warden of MCAC is the chief executive officer and is in sole and direct charge of MCAC, 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 MCAC.
2. A security chief is responsible for security operations at MCAC.

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 are consistent with DOC directives or as otherwise directed by the Commissioner.

B. Functions

The functions of MCAC are categorized into three areas: Administration, Custody and Program 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. Initiate and maintain records necessary for inmate management and institutional operation.
- d. Provide an institutional atmosphere and operation conducive to the health, welfare, safety and growth of staff.
- e. Provide a secure 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.
- f. 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 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

3. Programs and Services

- a. Provide mandatory programs for inmates to enable them to increase their educational levels.

- b. Provide for the health care and maintenance of inmate population.
- c. Provide inmate programming services based upon the needs of the inmate as well as the institution.
- d. Provide religious and volunteer activities to the inmate population as required.

C. No institutional directive is required.

V. Attachment: Appendix 1 – Organization Chart, MCAC

VI. Rescission: DCD 10-12, dated February 10, 2004

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