
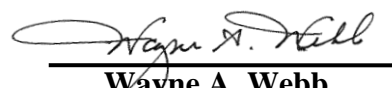


# Executive Directive



<b>Title:</b> Correctional Facility Security Levels and Custody Factors	<b>Executive Directive Number:</b> OPS.110.0013 Revised Confidential
<b>Related MD Statute/Regulations:</b> Correctional Services Article, §2-103, Annotated Code of Maryland	<b>Supersedes:</b> Executive Directive OPS.110.0013 dated July 17, 2015
<b>Related ACA Standards:</b> 4-4189; 4-4414; 4-4451; 4-4454	<b>Responsible Authority:</b> Commissioner of Correction Commissioner, Pretrial Detention and Services Director, Patuxent Institution
<b>Related MCCS Standards:</b> 0H; 01M; 06A	<b>Effective Date:</b> December 11, 2015 <b>Number of Pages: 5</b>

  
**Stephen T. Moyer**  
Secretary

  
**Wayne A. Webb**  
Acting Deputy Secretary  
for Operations

## .01 Purpose.

This directive updates policy and procedures related to security levels and custody factors for Department of Public Safety and Correctional Services (Department) facilities housing individuals under the authority of the Department.

## .02 Scope.

This directive applies to all Department facilities responsible for the custody and security of individuals housed under the authority of the Department.

## .03 Policy.

- A. In an effort to protect the public, employees, and individuals housed in a Department facility, the Department shall establish an appropriate security level for each correctional and detention facility.
- B. The Department shall effectively assess each individual under the authority of the Department and assign a security level that is the least restrictive security level to serve the inmate's identified needs while maintaining a safe secure, orderly, and humane facility.
- C. The Department shall assign each facility a security level based on the highest security level inmate assigned to that facility with consideration for staffing and physical design necessary to ensure a safe secure, orderly, and humane facility.

## .04 Definitions.

- A. In this directive, the following terms have the meanings indicated.

**Executive Directive Number: OPS.110.0013**

**B. Terms Defined.**

**(1) Correctional Facility.**

- (a) "Correctional facility" has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland.
- (b) "Correctional facility" includes each Department facility used to house an individual under the authority of the Department.

**(2) "Direct control" means the level of supervision necessary to ensure the strict oversight and restraint of an inmate during movement within or outside of a correctional facility.**

**(3) Direct Observation.**

- (a) "Direct observation" means full, attentive, unobstructed surveillance of an inmate by staff.
- (b) "Direct observation" may include:
  - (i) One-on-one observation; and
  - (ii) Observing a group.

**(4) "Escort officer" means a Maryland Correctional Training Commission certified correctional officer trained in the techniques and responsible for the safe and secure movement or transport of an inmate.**

**(5) "Indirect control" means oversight of an inmate or group of inmates by presence of staff to observe and, if necessary, respond immediately to the area under observation.**

**(6) "Inmate" means an individual under the authority of the Department and housed in a Department correctional facility.**

**(7) "Periodic observation" means correctional staff view an inmate or group of inmates at intervals that may be scheduled, but at other times that are irregular and spontaneous, thereby reducing predictability.**

**(8) "Security" refers to factors necessary to control inmate behavior and prevent escape.**

**.05 Responsibility.**

**A. At a minimum, the following factors are to be considered when assigning a security level to a correctional facility:**

- (1) The highest security level inmate housed in the facility;
- (2) Physical construction and design necessary to maintain the security level that include:
  - (a) Surveillance equipment (video, motion detectors, other similar equipment);

**Executive Directive Number: OPS.110.0013**

- (b) Housing accommodations;
  - (c) Perimeter security barriers (for example walls and fencing surrounding a correctional facility);  
and
  - (d) Control center and “gun” towers;
- (3) Corrections staffing levels; and
- (4) Use of perimeter patrols.

**B. Correctional facility security levels include:**

- (1) Level II — Maximum Security (highest security level), which:
- (a) Is assigned to a correctional facility that provides secure housing within a secure perimeter;
  - (b) Is designed with more restrictive housing; and
  - (c) Provides intense supervision by correctional staff to control an inmate who is assessed and determined to:
    - (i) Pose a high risk of violence toward another individual;
    - (ii) Pose a high risk to the security and safety of the facility; or
    - (iii) Be incapable of being housed in a Level I — Maximum Security facility.
- (2) Level I — Maximum Security, which is assigned to a correctional facility that provides secure housing within a secure perimeter to control an inmate:
- (a) Assessed and determined to pose a high risk of violence;
  - (b) Assessed and determined to be a significant escape risk;
  - (c) With a history of, or is likely to be, a serious disciplinary problem while in confinement; or
  - (d) Under a sentence of death.
- (3) Medium Security, which is assigned to a correctional facility that provides secure housing within a secure perimeter to control an inmate who:
- (a) Is assessed and determined to possibly pose a high risk for violence toward another individual;
  - (b) Is considered a moderate escape risk; or
  - (c) Has a limited history of facility disciplinary problems.

**Executive Directive Number: OPS.110.0013**

- (4) Minimum Security, which is assigned to a correctional facility that provides fewer security features for an inmate who:
  - (a) Is assessed and determined to pose less risk of violence or escape;
  - (b) Has minimal history of disciplinary problems; or
  - (c) Is considered to be a low risk of escape.
- (5) Pre-Release Security (lowest security level), which is assigned to a correctional facility that provides the fewest security features for an inmate who:
  - (a) Is assessed and determined to pose the least risk of violence;
  - (b) Is assessed and determined to pose the least risk of escape; and
  - (c) Has a history of satisfactory behavior during confinement.

C. Custody Factors.

- (1) Custody refers to the level of correctional staff supervision provided an inmate.
- (2) The following factors are used to determine the level of custody provided an inmate in connection with the inmate's assigned security level (see Attachment B):
  - (a) Level of observation;
  - (b) Day movement;
  - (c) Night movement;
  - (d) Meal movement;
  - (e) Access to jobs and programs;
  - (f) Visitation; and
  - (g) Temporary leave.
- (3) Custody factors for an inmate in special confinement housing, an infirmary, medical facility outside the secure perimeter, or court are addressed under separate policy and procedure documents.
- (4) Except under provisions of §.05C(5) of this directive, an inmate may be housed in a correctional facility assigned a security level that is equal to or greater than the inmate's assigned security level.

**Executive Directive Number: OPS.110.0013**

- (5) Except for a facility with an administrative function (see Attachment A), approval by the Deputy Secretary for Operations, or a designee, is required to house an inmate in a correctional facility assigned a security level that is less than the inmate's assigned security level.

**D. Inmate Movement.**

- (1) Armed escort officers, with firearms certification, shall be assigned to move or transport an unclassified, medium or maximum security inmate outside the secure perimeter of a correctional facility.
- (2) Escort officers, regardless of firearms certification, may be assigned to escort an unclassified, medium or maximum security inmate within the secure perimeter of a correctional facility.
- (3) Escort officers, regardless of firearms certification, may be assigned to escort a minimum or pre-release security inmate within or outside of a correctional facility.
- (4) Transportation of an inmate outside the secure perimeter of a correctional facility shall be in accordance with policy and procedures established under Executive Directive OPS.110.0003 – Inmate Transport Security.
- (5) Inmate movement within the correctional facility shall be in accordance with facility policy and procedures developed by the managing official and approved by the managing official's Assistant Commissioner.

**.06 Attachments/Links.**

- A. Facility Security Level Designations
- B. Inmate Custody Factors.

**.07 History.**

- A. This directive replaces Executive Directive OPS.110.0013, titled Correctional Facilities Security Levels and Custody Factors dated July 17, 2015 updating Facility Security Level Designations.
- B. This directive supersedes provisions of any prior existing Department or unit communication with which it may be in conflict.

**.08 Operations Distribution.**

- A
- C
- D

## Office of Operations

**FACILITY SECURITY LEVEL DESIGNATIONS**

<b>SECURITY LEVEL</b>	<b>Facility</b>
<b>MAXIMUM – Level II</b>	<b>North Branch Correctional Institution (NBCI)</b>
<b>MAXIMUM – Level I</b>	<b>Western Correctional Institution (WCI), Chesapeake Detention Facility (CDF), Patuxent Institution (PAXT)</b>
<b>MEDIUM</b>	<b>Maryland Correctional Institution – Hagerstown (MCI-H), Roxbury Correctional Institution (RCI), Maryland Correctional Institution – Jessup (MCI-J)</b>
<b>MINIMUM</b>	<b>Brockbridge Correctional Facility (BCF), Central Maryland Correctional Facility (CMCF), Dorsey Run Correctional Facility (DRCF), Baltimore City Correctional Center (BCCC), Maryland Correctional Training Center/Emergency Housing Unit/Harold E. Donnell Building (MCTC/EHU/HED), Eastern Correctional Institution-Annex (ECI-A),</b>
<b>PRE-RELEASE</b>	<b>Baltimore Pre-Release Unit (BPRU), Eastern Pre-Release Unit (EPRU), Poplar Hill Pre-Release Unit (PHPRU), Southern Maryland Pre-Release Unit (SMPRU)</b>
<b>ADMINISTRATIVE <sup>1</sup></b>	<b>Maryland Correctional Institution for Women (MCIW), Maryland Reception, Diagnostic &amp; Classification Center (MRDCC), <u>**Baltimore Pre-Trial Complex (BPC)</u>, Baltimore Central Booking and Intake Center (BCBIC), Eastern Correctional Institution (ECI), Jessup Correctional Institution (JCI), Maryland Correctional Training Center (MCTC), <u>Metropolitan Transition Center (MTC)</u>, <u>Maryland Transition Center (MTC) – Hospital</u></b>

**Note:** The above security designations reflect the designed security levels of the specified facilities. However, if the Deputy Secretary for Operations, or a designee, determines that emergency housing conditions exist inmates may be housed in a facility with a security designation different from that of the inmate.

<sup>1</sup>Because of the unique role and mission, Administrative level facilities may house inmates having any level of security designation.

\*\*Baltimore Pre-Trial Complex includes: Woman’s Detention Center (WDC), Wyatt Building, Annex, Jail Industries (Pre-Trial and Pre-Release).

**Office of Operations**  
**Inmate Custody Factors**

<b>Factors</b>	<b>Pre-Release</b>	<b>Minimum</b>	<b>Medium</b>	<b>Maximum – Level I</b>	<b>Maximum – Level II</b>
<b>Observation</b>	Minimal but appropriate to the situation	Periodic	Periodic	Periodic	Periodic
<b>Facility Day Movement</b>	Observed	Observed	Indirectly controlled and periodically observed	Indirectly controlled, indirectly observed and supervised	Directly controlled, directly observed, supervised, restrained outside of housing unit and escorted by correctional officers; small groups of no more than 8 inmates
<b>Facility Night Movement</b>	Observed	Indirectly controlled and periodically observed	Indirectly controlled and periodically observed	Indirectly controlled and periodically observed	Directly controlled, directly observed, supervised, restrained outside of housing unit and escorted by correctional officers; small groups of no more than 8 inmates
<b>Facility Meal Movement</b>	Observed	Observed	Observed, supervised, or may be escorted	Observed, supervised, or may be escorted	Observed, supervised, or may be escorted
<b>Access to Jobs and Programs</b>	Inside or outside perimeter, including community based and interstate	Inside or outside perimeter, with supervision	Inside perimeter only	Selected; inside perimeter only	Limited, inside housing unit and selected; inside perimeter only
<b>Facility Visits</b>	Contact, periodically supervised	Contact, supervised	Contact or non-contact, direct observation	Contact or non-contact, direct observation	Non-contact, direct observation, indoor only
<b>I. Special Leave</b>	May be escorted by on-duty staff, or unescorted and accountable to staff, intra-state only	Escorted by on-duty staff, intra-state only	Not Eligible	Not Eligible	Not Eligible
<b>II. Family Leave</b>	Unescorted and accountable to staff, intra-state only	Not Eligible	Not Eligible	Not Eligible	Not Eligible
<b>III. Compassionate Leave</b>	Unescorted and accountable to staff, intra-state only	Not Eligible	Not Eligible	Not Eligible	Not Eligible

“**Special Leave**” means leave authorized in accordance with Correctional Services Article §3-810, Annotated Code of Maryland, for a specified period in order to participate in certain programs and activities deemed beneficial to the inmate rehabilitative process and not detrimental to the public.

“**Family Leave**” means leave authorized in accordance with Correctional Services Article, §3-810, Annotated Code of Maryland and granted to a pre-release security inmate to permit the opportunity to re-establish family relationships and assist in developing a stable home environment upon release.

“**Compassionate Leave**” means conditional leave authorized in accordance with Correctional Services Article, §3-808, Annotated Code of Maryland for a period for an inmate to visit an immediate family member who is terminally ill or to attend the immediate family member’s memorial service (does not include burial).