

September 15, 1999

To All Bureau of Corrections Members,

The primary objective of the Bureau of Corrections is to provide for the public safety by maintaining care, custody, and control of those incarcerated in the Bureau of Corrections Facilities. To this end, the Bureau of Corrections has extensively revised the MCDC Policy and Procedure Manual; therefore, this manual is being reissued in its entirety.

This manual is designed to provide correctional staff with a basic understanding of their roles, duties, and responsibilities and to enhance their professionalism. This manual is developed to comply with county and state mandates.

This manual is intended to be incorporated in the training and promotional advancement process of the Bureau of Corrections employees.

This manual is intended to be responsive to the employees and inmates of the Bureau of Corrections. Recommendations for changes or improvements should be submitted to my office following the steps listed in P/P 1:028.

Major Tommy Taylor  
Commander, Bureau of Corrections

**MCDC POLICY AND PROCEDURES MANUAL**  
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