



**PROBATION AND PAROLE BUREAU
STANDARD OPERATING PROCEDURES**

Procedure No.: P&P 150-1.1	Subject: ADULT COMMUNITY CORRECTIONS DIVISION PROGRAM/FACILITY GUIDE
Reference: 45-9-102, MCA ; 46-18-201, MCA ; 46-23-201, MCA ; 46-23-1002, MCA ; 46-23-1004, MCA ; 46-23-1011, MCA ; 46-23-1012, MCA ; 46-23-1015, MCA ; 46-23-1021, MCA ; 46-23-1023, MCA ; 53-1-203, MCA ; 53-30-302, MCA ; 53-30-403, MCA ; 61-8-731, MCA	Page 1 of 39
Effective Date: 03/15/10	Revision Dates:
Signature / Title: /s/ Ron Alsbury	

I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established guidelines and procedures to determine appropriate placements of offenders in available programs for treatment or sanction purposes.

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II. DEFINITIONS

Abstinence – Non-use of a specific substance. In recovery, non-use of any addictive psychoactive substance. May also denote cessation of an addictive behavior, such as gambling, over eating, etc.

Addiction – A primary, chronic, neurobiologic disease, with genetic, psychosocial and environmental factors influencing its development and manifestations. It is characterized by behaviors that include one or more of the following: impaired control over drug use, compulsive use, continued use despite harm, and craving.

Adult Community Corrections Division (ACCD) Program/Facility – The Division includes Probation & Parole, Interstate Compact, and the following programs and facilities: Day Reporting Program (DRP), Enhanced Supervision Program (ESP), Prerelease Centers (PRC), Warm Springs Addiction Treatment and Change Program (WATCH), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Intensive Supervision Programs (ISP), Missoula Assessment and Sanction Center (MASC), Passages Assessment, Sanction & Revocation Center (Passages ASRC), Sanction Treatment Assessment Revocation and Transition Program (START), Treasure State Correctional Training Center (TSCTC), Nexus Correctional Treatment Center and Elkhorn Treatment Center (Nexus/Elkhorn). The Montana Chemical Dependency Center (MCDC) is not administered through the Department of Corrections and is not considered a community corrections program.

Co-Occurring Disorders – Concurrent substance-related and mental disorders. Other terms used to describe co-occurring disorders include “dual diagnosis,” “dual disorders,” “mentally ill chemically addicted” (MICA), “chemically addicted mentally ill” (CAMI), “mentally ill substance abusers” (MISA), “mentally ill chemically dependent” (MICD), “coexisting disorders,” “comorbid disorders,” and “individuals with co-occurring psychiatric and substance symptomatology” (ICOPSS). Use of the term carries no implication as to which disorder is primary and which is secondary, which disorder occurred first, or whether one disorder caused the other.

Continuum of Care – An integrated network of treatment services and modalities designed to meet an offender’s changing needs as that offender moves through the treatment and recovery process.

Dependence – (1) Physical dependence: A state of adaptation that is manifested by a drug class specific withdrawal syndrome that can be produced by abrupt cessation, rapid dose reduction, decreasing blood level of the drug, and/or administration of an antagonist; (2) Psychological dependence: A subjective sense of need for a specific psychoactive substance, either for its positive effects or to avoid negative effects associated with its abstinence; and (3) One category of psychoactive substance abuse use disorder.

Disciplinary Hearing – A hearing conducted by a Hearings Officer that provides applicable due process requirements on conditional release and Department of Corrections (DOC or Department) offenders to confront violations of Department and conditional release rules.

Failure (as in treatment failure) – A lack of progress and/or regression at any given level of care. Such a situation warrants a reassessment of the treatment plan, with modification of the treatment approach. Such situations may require changes in the treatment plan at the same level of care or transfer to a different (more or less intensive) level of care to achieve a better therapeutic response. Sometimes used to describe relapse after a single treatment episode – an inappropriate construct in describing a chronic disease or disorder.

Hearings Officer – A Regional Administrator (RA) or Probation & Parole Officer II (POII).

Intervention Hearing – An informal administrative hearing performed by a Hearings Officer at the request of a Probation & Parole (P&P) Officer for violations of an offender’s supervision.

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On-site Hearing – A preliminary administrative hearing conducted by a Hearings Officer on a parolee at the site of the alleged parole violation or arrest.

Polysubstance Dependence – A DSM-IV diagnosis (304.80) reserved for behavior during the same 12-month period in which the individual was repeatedly abusing at least three groups of substances (excluding caffeine and nicotine), but no single substance predominated. Such use met the dependence criteria for substances as a group, but not for any specific substance.

Prison – Montana State Prison (MSP), Montana Women’s Prison (MWP), Great Falls Regional Prison, Dawson County Correctional Facility, and Crossroads Correctional Center .

Probation & Parole Bureau (Bureau) – Adult probation and parole services. Includes Bureau Chief, Regional Administrators (RA), Probation & Parole Officer II (POII), P&P Officers, Institutional Probation and Parole Officers (IPPO), Intensive Supervision Program Officers (ISP), and Probation Officer Technicians (POT).

Program – Any prison, correctional facility or community-based program operated under the jurisdiction of the Department of Corrections (DOC or Department), or under contract with the Department.

Revocation – Consequence of rescission of community placement for offender violations of supervision, which may result in placement into a higher level of care, up to and including prison.

Sanction – Consequence or combination of consequences for offender violations of supervision, which may result in placement into a higher level of care, up to and including prison. Offender returns to the program/supervision from which sanction was received once sanction is completed.

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III. PROGRAMS

A. CONNECTIONS CORRECTIONS PROGRAM (CCP) – Traditional, Sanction, and Extended Treatment Program

A residential chemical dependency treatment program.

Screening Committee: The CCP local screening committee shall include, at a minimum, a representative from the program, a member of the Board of Directors/citizen, representatives from local law enforcement and a P&P Officer. Screening procedures will be thorough and are designed to determine the appropriateness of the offender for a minimum security setting.

Professionally accepted criteria will be used to determine offender’s suitability for chemical dependency and/or appropriate correctional counseling services.

1. CCP Traditional

- a. **Eligible Offenders:** DOC commits and offenders eligible for parole recommended for treatment by the Board of Pardons and Parole (BOPP). CCP is a male only facility.
- b. **Total Available Beds:** 94, depending on sanction beds available
42 at CCP West; 52 at CCP East
- c. **Length of Program:** 60 days
- d. **Placement Process:** Screening Committee

PROCEDURE:

RESPONSIBILITY:

- | | |
|--|---|
| <ul style="list-style-type: none"> i. <i>Adult Community Corrections Program Referral Form</i> and <i>CCP Program Application</i> are completed and forwarded with the screening packet. Officer completes the first page of the <i>Application</i> and offender fills out the remainder. | P&P Officer |
| <ul style="list-style-type: none"> ii. Referral is reviewed and screening date is scheduled. Referral is approved or denied within ten (10) working days of receipt. If denied, reason for denial is submitted in writing to the referring P&P Officer and RA, who may determine other placement options. <p>If approved, the P&P Officer or RA is informed of the established placement date.</p> | Screening Committee |
| <ul style="list-style-type: none"> iii. The offender is notified of the approval/denial. If approved, arrangements are made to transport the offender to CCP. <p>The offender may be placed at MASC pending CCP acceptance or placement if the timeframe warrants movement of the offender from the detention center for financial reasons. In such cases, provide a copy of <i>P&P 150-1(A) Notification of Offenders Sentenced to DOC or MSP/MWP</i> to the MASC IPPO to expedite follow up and pursuit of placement.</p> | P&P Officer/
RA or designee/ MASC
Administrator or designee |
| <ul style="list-style-type: none"> iv. The county of commit is responsible for transportation of DOC committed offenders for the initial placement. | RA or designee |
| | P&P Officer/
RA or designee/MASC
Administrator or designee |

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If an offender approved for CCP is moved to MASC for evaluation and/or placement, CCCS, Inc. provides transportation from MASC to CCP

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|--|---|
| v. CCP is contacted to coordinate placement and transportation arrangements. | RA or designee/MASC Administrator or designee |
| vi. The detention center is notified of the final screening results and provided <i>P&P 150-1(C) Initial Screening & Placement Warrant</i> . | P&P Officer |
| vii. CCP notifies MSP/MWP Records the day the offender arrives, excluding weekends and holidays. | CCP Staff |
| viii. Upon CCP placement, the following DOC packet information is forwarded directly to MSP/MWP Records: | P&P Officer |
| <ul style="list-style-type: none"> • Copy of <i>P&P 30-1(B) Pre-Sentence Investigation</i> • The signed judgment, including all deferred or suspended judgments pertaining to the cause number (the certified judgment will be sent as soon as it is obtained) • <i>P&P 150-1(D) Verification of Commitment</i> (in lieu of the judgment) • Copy of the Information • Copy of <i>P&P 100-1(A) Report of Violation</i> (if applicable) • One (1) set of fingerprints • Basic Information Sheet • Photograph | |

For offenders placed directly to CCP, the field file will be forwarded to the MSP IPPO. The P&P Officer who sends the file should enter the date and location the file was sent in OMIS. For information on where files go, see *P&P 150-1(F) Where Files Go*.

2. CCP West Sanction Beds

- a. Eligible Offenders:** All male parolees, conditional release, and prerelease offenders
- b. Total Available Beds:** 10
- c. Length of Program:** 60 days
- d. Placement Process:** Intervention, On-Site, or Disciplinary Hearing

Prior to a hearing, P&P Officer should have the offender informally screened and provide the results to the Hearings Officer at the time of the hearing. The Hearings Officer will check on space availability prior to ordering this program as a sanction. If the offender is referred to a CCP sanction bed, the P&P Officer will then have the offender screened formally. The Hearings Officer will forward a copy of the hearings paperwork to the CCP and MSP IPPOs. Refer to *P&P 140-1 Adult Offender Discipline and Disciplinary Hearing*, *P&P 140-2 Preliminary (On-Site) Hearing*, and *P&P 140-5 Intervention Hearing*.

P&P Officers referring parolees to a CCP sanction bed through an intervention hearing do not need an endorsement from the BOPP prior to a referral and the parole will not need to be revoked; however, P&P Officers referring parolees to a CCP sanction bed through an on-site hearing must receive endorsement from the BOPP prior to a referral and placement.

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P&P Officers must consider the offender's ability to return to his community, residence, and employment prior to a referral and determine whether or not the offender has the appropriate means to return to supervision after CCP.

Offenders may be continued on supervision or placed in jail on a sanction pending CCP sanction bed availability.

3. CCP Extended Treatment Program

- a. Eligible Offenders:** DOC commits and offenders eligible for parole recommended for treatment by the BOPP, who have been assessed by a Licensed Addictions Counselor/Licensed Clinical Professional Counselor, or other addiction specialist, and it is determined that, due to the offender's previous substance abuse, treatment history, institutional/supervision conduct, or other specifically identified need, an additional 30 days of treatment beyond the regular 60-day program would be beneficial to the offender and result in reduced recidivism or return rates.
- b. Total Available Beds:** 5 at CCP East
- c. Length of Program:** Up to 90 days upon approval of the Treatment Facility Contract Manager and Facilities Program Bureau Chief.
- d. Placement Process:** Offenders may be recommended for placement in the Extended Treatment Program by P&P Officers, district courts, county attorneys, public defenders, or program screening committees. No offender may reside at the CCP East program for more than 60 days without prior approval; however, offenders must be assessed approximately 3 to 4 weeks into the 60-day program for consideration for placement in the Extended Treatment Program. Following this assessment period, CCP East shall submit a Length of Stay request for up to an additional 30 days.

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B. DAY REPORTING PROGRAM (DRP) A service provided by the Probation & Parole Bureau, or a contractor, to provide enhanced supervision that may include daily contact with assigned staff, BA/UA testing, and/or employment and counseling services.

1. **Eligible Offenders:** All offenders under the supervision of the Probation & Parole Bureau, available in Kalispell.
2. **Length of Program:** 90 days; can be extended if deemed necessary by DRP Officer
3. **Placement Process:** Board of Pardons and Parole (BOPP) or DOC as a condition of parole or conditional release; Intervention, On-Site, or Disciplinary Hearing

Prior to a hearing, and subsequent to P&P Officer staffing with POII to discuss possibility of DRP for the offender, P&P Officer must staff with DRP Officer to discuss availability of program. Upon completion of hearing, offender must review *P&P 150-1.1(S) DRP Offender Handbook* and complete *P&P 150-1.1(T) Day Reporting Program Application* to present to DRP Officer at sign-up.

When a jail sanction is ordered, the Hearings Officer must make sure the hearings paperwork **reflects start and end dates** for the sanction, and forward a copy of the paperwork to the DRP Officer. Refer to *P&P 140-1 Adult Offender Discipline and Disciplinary Hearing*, *P&P 140-2 Preliminary (On-Site) Hearing*, and *P&P 140-5 Intervention Hearing*.

Offenders may be continued on supervision or placed in jail on a sanction pending DRP space availability.

Parole offenders placed onto DRP through an intervention hearing do not need a BOPP endorsement; however, the endorsement is needed if the parole offender is placed in DRP through an on-site hearing.

Offender file is forwarded to DRP Officer with hearings paperwork and should include face sheet, if applicable.

4. **Supervision:** Mandatory requirements of Day Reporting Program (See *P&P 150-1.1(S) DRP Offender Handbook*):
 - a. Complete *DOC 1.5.6 (Attachment A) Health Information Request to Release Records*.
 - b. Maintain substance-free lifestyle.
 - c. Compliance with *P&P 150-1.1(U) Conditions of Day Reporting Program* which include:
 - i. Original conditions of probation and parole
 - ii. Required attendance to all treatment groups
 - iii. Maintain employment, or if unemployed, seek employment or be enrolled in an approved educational or vocational training program
 - iv. Report as directed to DRP Officer
 - v. Maintain detailed budget
 - vi. Community service
 - vii. Maintain working landline telephone
 - viii. Curfew
 - ix. Maintain *P&P 150-1.1(V) DRP Weekly Schedule* for work, counseling, treatment, or significant event and abide by schedule

5. **Violations:** Violations while on the Day Reporting Program will be addressed by the DRP Officer, who may increase supervision (i.e. moving back into Phase 1 from other Phases, increase treatment, etc.) or if warranted, by formal violation in *P&P 100-1(A) Report of Violation* for the court or BOPP. The DRP Officer is responsible for writing the *Report of Violation* which will be staffed with his/her

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immediate supervisor. When a *Report of Violation* is filed, the DRP Officer will maintain the case as ROV status.

In cases where special circumstances may warrant direct placement at MSP/MWP (behavior, medical, etc.), the Hearings Officer will request an override by email to the Adult Community Corrections Division (ACCD) Administrator. If the offender is facing new felony charges, or if BOPP indicates that the parole offender needs to be returned to MSP/MWP in the staffing with the DRP Officer and/or Hearings Officer, no override from the ACCD Administrator is required.

- 6. Completion:** DRP Officer completes *P&P 150-1.1(W) Day Reporting Program Summary Discharge*, which is placed in offender's file and returned to previous supervising P&P Officer.

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C. INTENSIVE SUPERVISION PROGRAM (ISP) – Traditional and Sanction

Program provided to high-risk and high-need offenders who would ordinarily be incarcerated.

Screening Committees: ISP screening committees shall have a minimum of three (3) members with one member a representative of law enforcement and one member a representative of the Probation & Parole Bureau (Bureau). If the committee consists of more than three (3) members, the number will be an odd number to eliminate the possibility of a tie vote.

Members who are not Bureau employees will be appointed in writing by the Regional Administrator (RA) and may serve on the committee indefinitely until replaced by the RA or upon member resignation. An RA may appoint members for a specific term if he/she or the volunteer members prefer a term of service. Alternate non-Bureau members should be appointed to allow for absences.

A screening meeting must have at least three (3) members present and one must be a representative of law enforcement. Each member will have one (1) vote for the acceptance or denial of each offender being considered for placement. Acceptance or denial to ISP will be by a majority vote. When possible, one of the Bureau employees may be the RA or POII who supervises ISP. A community screening is not required for offenders who are being referred from the Board of Pardons and Parole (BOPP).

1. ISP – Traditional

- a. Eligible Offenders:** Higher risk offenders under the supervision of the Bureau. Provides supervision at an intensive level and includes electronic monitoring.
- b. Total Available Beds:** 22 per Officer, including sanction
- c. Length of Program:** Up to 180 days
- d. Placement Process:** Screening Committee (No screening if BOPP case or conditional release offender entering ISP.)

PROCEDURE:

RESPONSIBILITY:

- | | |
|--|--|
| <ul style="list-style-type: none"> i. <i>P&P 150-1.1 (C) ISP Request for Candidacy</i> is completed if basic ISP criteria is met per <i>P&P 150-1.1(N) ISP Officer Handbook</i>. <i>Request</i> is submitted to ISP Team. ii. Review court documents and investigative files. Investigate the plan. Personally interview the offender if deemed necessary. iii. The case is presented to the Screening Committee. iv. Case file is screened within ten (10) working days with Committee completing <i>P&P 150-1.1(D) ISP Screening Referral</i>. Case is approved or denied. Committee will complete <i>P&P 150-1.1(E) ISP Screening Approval/Denial Letter</i> for return to offender. If denied, other placement options are determined per procedural guidelines. v. If approved, offender is placed on ISP and an appointment is made to review <i>P&P 150-1.1(A&B) Conditions of ISP</i>, <i>P&P 150-1.1(O) Offender Handbook</i>, and all other supplemental ISP forms. vi. Detention center is notified of the final screening results if applicable, and provided <i>P&P 150-1(C) Initial Screening & Placement Warrant</i>. | <ul style="list-style-type: none"> P&P Officer/
RA or designee ISP Team ISP Officer Screening Committee RA or designee P&P Officer/
RA or designee RA or designee |
|--|--|

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- vii. If needed, arrange transportation. If the offender is in a secure contracted facility, arrange for a transportation order through the Contract Placement Bureau. ISP Officer
- viii. Upon ISP placement for a DOC or BOPP case, the DOC packet with a copy of the signed ISP conditions included is forwarded to MSP or MWP within ten (10) working days. ISP Team
- ix. In addition to the *Monthly Caseload Report*, each ISP Team will submit *P&P 150-1.1(R) ISP Monthly Report* to the Bureau Chief, BOPP and DOC Program Evaluation and Statistics. ISP Team
- x. In the event a conditional release offender absconds while on ISP, the ISP Officer will contact local authorities to issue an Attempt to Locate or *P&P 100-2(A) Warrants*. ISP Officer

NOTE: The MSP/MWP Records Department computes parole eligibility and discharge dates and sends a work card to the P&P Office for the supervising ISP Officer. The white copy is for the offender, the yellow copy for the P&P field file. The names will be submitted to the BOPP as they become eligible for parole, per §46-23-201, MCA. MSP/MWP Records needs a copy of the parole report. When a progress report is prepared, a copy must be forwarded to MSP/MWP Records and to the BOPP. Direct DOC placements onto ISP are not eligible for parole. Should the offender violate and be placed at MWP/MSP, he/she then becomes eligible for parole.

2. ISP – Sanction

- a. **Eligible Offenders:** All offenders under the supervision of the Bureau. The program provides the non-compliant traditional offender a period of sobriety by using increased supervision, random urine testing, and mandatory attendance in a treatment component in order to prepare the offender to return to a traditional caseload.
- b. **Total Available Beds:** 5 – 15 slots available depending on ISP caseload in Region
- c. **Length of Program:** Up to 180 days
- d. **Placement Process:** Intervention, On-Site, or Disciplinary Hearing

ISP Sanction Programs must accept all offenders referred to the program if space is available, unless there are medical or other reasons that would interfere with the group and the offender’s success in treatment. Referrals will not be screened.

At the conclusion of an intervention hearing, the offender, the referring P&P Officer, and the Hearings Officer will sign *P&P 140-5(B) Intervention Hearing Agreement* that will sanction and refer the offender to the ISP Sanction Program. If an on-site or disciplinary hearing is held, the Hearings Officer will enter this disposition in the hearings summary.

ISP Sanction Program referrals will review *P&P 150-1.1(P) Sanction Program Contract* which outlines the conditions of the program and initial each condition. Both the offender and the ISP Officer will sign the contract.

- e. **Violations/Failure to Complete:** Violations while on the ISP Sanction Program will be addressed by an intervention hearing or if warranted, by formal violation in *P&P 100-1(A) Report of Violation* for the court or BOPP, or *P&P 140-1(C) Statement of Charges/Notice of Disciplinary Hearing* for conditional release and DOC offenders. The ISP Officer is responsible for writing the *Report of Violation* which will be staffed with his/her immediate supervisor. When a *Report of Violation* is

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filed, the ISP Officer will maintain the case as ROV status for as long as the offender remains in custody. If the offender is released by the judge pending disposition, the case will be returned to the previous P&P Officer.

In lieu of a *Report of Violation* or *Statement of Charges/Notice of Disciplinary Hearing*, intermediate sanctions may include electronic monitoring, extended length of stay on the ISP Sanction Program, community service, up to thirty (30) days house arrest, jail incarceration, or any other reasonable sanction imposed by the Hearings Officer.

If offender fails to complete the ISP sanction, the supervising P&P Officer will complete the failure portion of *P&P 150-1.1(Q) Notice of ISP Sanction Program Completion/Failure*. Original is kept in offender's file with copy to offender, RA and P&P Bureau Chief.

- f. Completion:** Returned to traditional caseload and previous supervising Officer. Officer will complete the completion portion of *P&P 150-1.1(Q) Notice of ISP Sanction Program Completion/Failure*. Original is kept in offender's file with copy to offender, RA and P&P Bureau Chief.

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D. MISSOULA ASSESSMENT AND SANCTION CENTER (MASC) A program operated from the Missoula County Detention Facility designed to identify comprehensive risk and needs information for male offenders committed to the DOC by court order. This information is provided to Adult Community Corrections Division (ACCD) Programs/Facilities. The center provides short-term treatment programming in chemical dependency, criminal thinking, sexual offender, and mental health counseling.

After a review of pertinent documentation and file information, intake and classification interviews, MASC staff and a representative of the Missoula County Detention Facility meet weekly as a screening committee to assess offenders, make referrals, review and discuss placement options with the offenders, as well as the progress of the offender’s application to the appropriate community program/facility.

1. Eligible Offenders:

- a. Assessment/Placement – Male offenders with a DOC commit of 5 years or less; All male offenders with a new DOC felony conviction without immediate ACCD placement.
- b. Sanction – All male offenders under the supervision of Regions I and V, or if START is full.
- c. Hold – Designed for DOC offenders who have been pre-screened and accepted into an ACCD program and are waiting to be placed in the respective community program.

2. Total Available Beds: 144

3. Length of Program:

- a. Assessment – Up to 20 days.
- b. Sanction – Up to 30 days; longer for parolees (if approved by Board of Pardons and Parole) and conditional release offenders (if approved by the ACCD and MASC Administrators).

4. Placement Process: A new DOC commitment for assessment/placement; Intervention, On-Site, or Disciplinary Hearing for sanction placement.

Offenders who have previously been placed at MASC will be allowed to enter the program as a sanction, but will not be allowed to return on the same cause to be assessed and screened for community placement. They may return to the MASC program for screening and assessment if they have a new DOC Commit, the MASC Administrator’s approval, and there is a good probability for community placement.

If an offender has previously been at MASC, has been approved at a community program but is waiting for a bed date, he can be placed at MASC pending space availability with the approval of the MASC Administrator. The Administrator must be contacted prior to movement of the offender.

When a MASC and/or jail sanction is ordered, the hearings paperwork **must include return reporting instructions and reflect start and end dates, with jail time included**, for the sanction, and a copy of the paperwork is forwarded to the MASC Program. Refer to *P&P 140-1 Adult Offender Discipline and Disciplinary Hearing*, *P&P 140-2 Preliminary (On-Site) Hearing*, and *P&P 140-5 Intervention Hearing*.

PROCEDURE:

RESPONSIBILITY:

a. Assessment/Placement

- i. DOC offender is screened and deemed inappropriate for community placement or community placement is not available within a two (2)

RA or designee

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week time period. Field file is forwarded to the MASC IPPO.

- ii. Submits *150-1(A) Notification of Offenders Sentenced to DOC or MSP/MWP*. RA or designee
- iii. If the offender is to be placed at MASC, the field file with PSI, judgments, violation reports and jail reports is sent to MASC IPPO (electronically if possible). BOPP will not be forwarded paperwork on the offender. RA or designee
- iv. An offender may remain at MASC for 120 days. An additional placement option may be conditional release if deemed appropriate. If an offender is being considered for conditional release, MASC Administrator approves and sends *P&P 150-6(C) DOC Transfer Form* and *P&P 150-6(H) Conditional Release Report* to the ACCD Administrator and DOC Director for approval. (See *P&P 150-6 Conditional Release of DOC Offenders*.) IPPO/MASC Administrator

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E. MONTANA CHEMICAL DEPENDENCY CENTER (MCDC) – Probation Intervention Project

An in-patient chemical dependency treatment center administered by the Department of Public Health and Human Services.

- 1. Eligible Offenders:** All probation offenders under the supervision of the Probation & Parole Bureau who meet American Society of Addiction Medicine (ASAM) Level of Care for Level III.5 or Level III.7 as determined by the Chemical Dependency (CD) provider.
- 2. Total Available Beds:** 8
- 3. Length of Program:** Between 30 – 60 days
- 4. Placement Process:** Intervention Hearing

Prior to the hearing, the Hearings Officer may request a referral to determine 1) if the offender is eligible for the program and would be accepted for placement, 2) if the program is a viable option for the chemically dependent individual, 3) if there is a sanction bed available, and 4) when placement could be initiated.

If the MCDC sanction is ordered, the P&P Officer will complete *P&P 150.1.1(X) MCDC Probation Intervention Project Referral Form* and provide it to the CD provider, who must be a Montana Licensed Addictions Counselor (LAC). The Officer will work with the local LAC to submit the appropriate application materials to the MCDC Admissions Coordinator. The LAC should include the following with the standard information provided:

- a. *P&P 150.1.1(X)MCDC Probation Intervention Project Referral*
- b. *DOC 1.5.6 (Attachment A) Health Information Request to Release Records* is completed by the offender permitting contact between MCDC, the DOC staff, the LAC and/or other parties needing to share offender information. This *Release* should also request any pertinent documentation regarding treatment (i.e. discharge summary, etc.).
- c. Offenders who have a history of sexual or violent offenses will be considered on a case by case basis. If accepted, the offender’s criminal record must accompany the referral packet with any required releases of information included.

The P&P Officer is responsible for sexual/violent offender registration requirements while the offender is at MCDC and will coordinate this through the MCDC program. If the offender has already registered in the community, the Officer will complete a *SVOR Change of Address Form* and submit it to Department of Justice providing a copy to the MCDC program to validate that this obligation has been fulfilled. Upon the offender’s return to the community, the Officer will once again submit a *SVOR Change of Address Form* to the Department of Justice to update the SVOR database. Copies of all *Change of Address Forms* must be placed in the offender’s file.

- d. Referrals will be subject to the MCDC pre-admission utilization review process. The utilization review committee will evaluate admission packets with particular attention to medical, detoxification, and mental health and addictions symptoms consistent with the Level of Care criteria. Admission packets that fail to meet these criteria will be recommended for an alternate level of care, with notification provided to the referring LAC, P&P Officer, and the offender. Incomplete admission packets, or packets that need additional information, will be put in a pending status until the information is received. Approval for admission will be delayed until all required/requested information is received. MCDC will notify the referring P&P Officer and LAC by letter of the offender’s approval for admission.

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- 5. Violations:** When a probation offender is removed or absconds from the program, the MCDC program will notify the supervising P&P Officer. If the offender absconds during work hours, the staff will notify the Officer who will issue a probation warrant if deemed necessary. If offender absconds during off hours, the MCDC staff will notify Butte law enforcement and request they contact the MCDC Liaison who may issue a probation warrant if deemed appropriate. MCDC staff will contact the supervising P&P Officer the next scheduled work day to report the incident.

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F. NEXUS/ELKHORN METHAMPHETAMINE TREATMENT CENTERS Programs providing sentencing alternatives for offenders who have been convicted of a second or subsequent criminal possession of methamphetamine. The Nexus program is for males and the Elkhorn program is for females.

Screening Committee: A local screening committee shall have a minimum of three (3) members with one a local law enforcement officer, one a P&P Officer, and one a member of the public. The committee must decide to admit or deny an offender through mutual agreement by a majority of committee members. The committee shall have the final determination regarding the admission of any candidate to the center. Each member shall have one vote, and in the case of a tie vote, the center administrator will cast a vote.

If, during the screening process, the offender's appropriateness for placement is questionable, or acceptance criteria is not met, the reason for denial will be noted. The following are the reasons for denial:

- The offender presents an unacceptable level of risk of harm to other offenders in the facility, staff, or self;
- The offender presents an unacceptable level of risk of escape;
- The offender cannot fulfill program objectives with reasonable accommodations for mental or medical conditions;
- The offender has insufficient time remaining on his/her sentence to complete the program;
- The offender has committed a sexual or violent offense in the local community where the program is located;
- The file material submitted was incomplete (missing items must be specifically noted); and
- Other penological reasons (must be specifically noted).

1. Eligible Offenders

a. Offenders Meeting Statutory Requirement for Placement:

- i. The offender is sentenced under the provisions of §45-9-102(5)(a), MCA, wherein the offender is convicted of a second or subsequent criminal possession of methamphetamine (meth).
- ii. If the offender originally received a commitment to prison, the district court judge has the authority to transfer the offender from a prison commit to a DOC commit, pursuant to §46-18-203(7)(a)(iii), MCA, provided that the sentence does not impose a longer imprisonment or commitment than the original sentence. The DOC commit must comport to the length of the program to be eligible for placement.

b. Offenders Meeting Criteria for Placement:

- i. An offender with a new conviction;
- ii. An offender under probation/parole supervision; or
- iii. An eligible prison inmate with a Board of Pardons and Parole (BOPP) endorsement
- iv. Criteria:
 - 1) Chronic Methamphetamine Abuse – Abuse is defined as a maladaptive pattern of substance use leading to clinically significant impairment or distress, as manifested by one (or more) of the following, occurring within a 12-month period:
 - a) Recurrent substance use resulting in a failure to fulfill major role obligations at work, school, or home (e.g., repeated absences or poor work performance related to substance use, substance-related absences, suspensions, or expulsions from school; neglect of children or household).
 - b) Recurrent substance use in situations in which it is physically hazardous (e.g., driving an automobile or operating a machine when impaired by substance use).
 - c) Recurrent substance-related legal problems (e.g., arrests for substance related disorderly conduct).

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- d) Continued substance use despite having persistent or recurrent social or interpersonal problems caused or exacerbated by the effects of the substance (e.g., arguments with spouse about the consequences of intoxication, physical fights).
- i) The symptoms have never met the criteria for substance dependence for this class of substance.

Referral Criteria: Offenders sentenced to DOC for any offense but have continued to use meth while on supervision and have had one or more failed opportunities for treatment in the community. Recommendations from Licensed Addictions Counselor (LAC), Licensed Clinical Professional Counselor (LCPC), or other community based addiction specialists based on a chemical dependency (CD) evaluation completed in the previous 6 months, may be used for referral to treatment programs.

- 2) Stimulant Use Disorder – abuse of other amphetamines or cocaine. Dependence defined as a maladaptive pattern of substance use, leading to clinically significant impairment or distress, as manifested by three or more of the following, occurring at any time in the same 12-month period:
 - a) Tolerance, as defined by either of the following:
 - i) A need for markedly increased amounts of the substance to achieve intoxication or the desired effect.
 - ii) Markedly diminished effect with continued use of the same amount of the substance.
 - b) Withdrawal, as manifested by either of the following:
 - i) The characteristic withdrawal syndrome for the substance.
 - ii) The same (or closely related substance) is taken to relieve or avoid withdrawal symptoms.
 - c) The substance is often taken in larger amounts or over a longer period than was intended.
 - d) There is a persistent desire or unsuccessful efforts to cut down or control substance use.
 - e) A great deal of time is spent in activities necessary to obtain the substance (e.g. visiting multiple doctors or driving long distances), use the substance (e.g.. chain-smoking), or recover from its effects.
 - f) Important social, occupational, or recreational activities are given up or reduced because of substance use.
 - g) The substance use is continued despite knowledge of having a persistent or recurrent physical or psychological problem that is likely to have been caused or exacerbated by the substance (e.g. current cocaine use despite recognition of cocaine-induced depression, or continued drinking despite recognition that an ulcer was made worse by alcohol consumption).

Referral criteria: Offenders sentenced to DOC who continue to abuse prescription amphetamines and/or purchase prescription amphetamines from others, use cocaine or excessive use of non-prescription stimulants. Offenders with a prior diagnosis of meth dependence or abuse who continue to use other stimulants. Offenders, who have had one or more interventions on supervision, continue to use and have not/will not participate in treatment in the community. Recommendations from LAC, LCPC, or other community based addiction specialists based on a CD evaluation completed in the previous 6 months, may be used for referral to treatment programs.

- 3) Co-occurring Disorders

Referral Criteria: Offenders sentenced to DOC who have a history Polysubstance Dependence or abuse and a co-occurring mental health diagnosis. Offenders who violate conditions of supervision by using any substance to self-medicate symptoms of mental illness or those who discontinue prescribed medications for symptoms of mental illness and then

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continually relapse on alcohol, illegal drugs, or other prescription drugs obtained illegally. Offenders who have had failed opportunities to complete treatment in the community. Recommendations from LAC, LCPC or other community based addiction specialists, based on a CD evaluation completed in the previous 6 months, may be used for referral to treatment programs.

2. **Total Available Beds:** 80 at Nexus; 40 at Elkhorn
3. **Length of Program:** 15 months [9 for placement in treatment program followed by 6 months at a prerelease center (PRC)]. A Length of Stay (LOS) beyond the 270 days in meth treatment requires written approval from the Treatment Contract Program Manager, and an LOS beyond the 180 days in PRC requires a written approval from the Prerelease Contract Manager.
4. **Placement Process:** Screening Committee; On-Site or Disciplinary Hearing

Prior to a hearing, P&P Officers should have the offender informally screened and provide the results to the Hearings Officer at the time of the hearing. The Hearings Officer must check on space availability prior to ordering this program as a sanction. If the offender is referred to Nexus/Elkhorn, the P&P Officer will then have the offender screened formally. All offenders ordered this sanction will be placed in the program for the 9 months of treatment followed by 6 months in PRC. The Hearings Officer will forward a copy of the hearings paperwork to Nexus/Elkhorn Program Administrator and the Nexus/Elkhorn IPPO. Refer to *P&P 140-1 Adult Offender Discipline and Disciplinary Hearing* and *P&P 140-2 Preliminary (On-Site) Hearing*.

P&P Officers referring parolees to Nexus/Elkhorn through an on-site hearing must receive endorsement from the BOPP prior to a referral, and the parole must be revoked. Offenders will waive their appearance before the BOPP by completing the *BOPP Waiver of Appearance at Revocation Hearing*. If the offender chooses not to waive their appearance, he/she will be returned to prison for a formal hearing before the BOPP.

Offenders may be continued on supervision or placed in jail on a sanction pending Nexus/Elkhorn placement bed availability.

PROCEDURE:

RESPONSIBILITY:

- | | |
|--|---------------------|
| <ol style="list-style-type: none"> a. <i>Adult Community Corrections Program Referral Form</i> and <i>Nexus Program Application</i> (for males) or <i>Elkhorn Program Application</i> (for females) are completed and forwarded with the screening packet. The P&P Officer will complete the first page of the <i>Application</i> and offender fills out the remainder. | P&P Officer |
| <ol style="list-style-type: none"> b. Referral is reviewed and screening date is scheduled. Referral is approved or denied within ten (10) working days of receipt. If denied, reason for denial is submitted in writing to the referring P&P Officer and RA, who may determine other placement options. | Screening Committee |

If approved, the P&P Officer or RA is informed of the established placement date.

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| <ol style="list-style-type: none"> c. The offender is notified of the approval/denial. If approved, arrangements are made to transport the offender to Nexus/Elkhorn. | P&P Officer/
RA or designee/
MASC/Passages ASRC
Administrator or designee |
|--|--|

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The offender may be placed at MASC/Passages ASRC pending Nexus/Elkhorn program acceptance or placement if the timeframe warrants movement of the offender from the detention center for financial reasons. In such cases, provide a copy of *P&P 150-1(A) Notification of Offenders Sentenced to DOC or MSP/MWP* to the MASC/Passages ASRC IPPO to expedite follow up and pursuit of placement.

RA or designee

- d. The county of commit is responsible for transportation of DOC committed offenders for their initial placement. P&P Officer/
RA or designee/
MASC/Passages ASRC
Administrator or designee
- e. Nexus/Elkhorn is contacted to coordinate placement and transportation arrangements. RA or designee/
MASC/Passages ASRC
Administrator or designee
- f. The detention center is notified of the final screening results and provided *P&P 150-1(C) Initial Screening & Placement Warrant*. P&P Officer
- g. Nexus/Elkhorn notifies MSP/MWP Records Department the day the offender arrives, excluding weekends and holidays. Nexus/Elkhorn Staff
- h. Upon placement, the following DOC packet information is forwarded directly to MSP/MWP Records: P&P Officer
 - Copy of *P&P 30-1(B) Pre-Sentence Investigation*
 - The signed judgment, including all deferred or suspended judgments pertaining to the cause number (the certified judgment will be sent as soon as it is obtained)
 - *P&P 150-1(D) Verification of Commitment* (in lieu of the Judgment)
 - Copy of the Information
 - Copy of *P&P 100-1(A) Report of Violation* (if applicable)
 - One (1) set of fingerprints
 - Basic Information Sheet
 - Photograph

For offenders placed at Nexus, the field file will be sent to the IPPO in Lewistown. For offenders placed at Elkhorn, the field file will be sent to the MSP IPPO. The P&P Officer who sends the file should enter the date and location the file was sent in OMIS. For information on where files go, see *P&P 150-1(F) Where Files Go*.

- 5. Violations:** If an offender quits, is removed, or does not complete the program, Nexus/Elkhorn will notify the facility IPPO. The IPPO will issue a warrant, and the offender will be placed in the county jail. Violations will be addressed by a formal violation in *P&P 140-1(C) Statement of Charges/Notice of Disciplinary Hearing* for DOC offenders, and will be staffed with the IPPO's immediate supervisor. The hearings summary should indicate what action is to be taken should the offender fail to successfully complete the program. The IPPO will maintain the case as ROV status for as long as the offender remains in custody.

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G. PASSAGES – ASRC, ADT, ADT Extended Stay, ADT Probation Sanction Programs providing a diverse number of services for female felony offenders.

Passages ASRC serves as an alternative to imprisonment for female offenders who have been found guilty of violating community supervision standards through the hearings process. Passages ASRC is also designed to identify comprehensive risk and needs information for female offenders committed to the DOC by court order. In addition, female offenders who have been approved for a community placement but are waiting for a bed date will be housed at Passages ASRC.

Passages ADT provides structured inpatient chemical dependency treatment for female offenders. Treatment may also be used as a sanction option for probation violations.

1. Passages ASRC (Assessment, Sanction & Revocation Center)

a. Eligible Offenders:

- i. Assessment/Placement – All female offenders with a new felony conviction without immediate ACCD placement (must have approval of program director for second or subsequent ASRC stay), and any female offender who begins serving on a DOC commit are considered an assessment designation.
- ii. Sanction – All female offenders under the supervision of the Probation & Parole Bureau (Bureau). A second or subsequent ASRC stay is in sanction designation pending correspondence between Regional Administrator (RA) or designee and Passages Administrator accepting offender back into ASRC, at which time offender becomes an assessment designation.
- iii. Revocation – All female offenders under the supervision of the Bureau.
- iv. Hold – MWP inmate who has acceptance into an Adult Community Corrections Division (ACCD) Program/Facility and is less than 120 days until bed date or within 120 days of discharge date; Any DOC female offender who has been accepted into community placement, but is waiting for a bed date.

b. Total Available Beds: 50

c. Length of Program: Varies

- i. Assessment: Up to 120 days
- ii. Sanction: Up to 30 days for probation offenders; longer for parolees, prerelease, treatment, or conditional release offenders if approved by the ACCD Administrator.
- iii. Revocation: 10-120 days.

d. Placement Process: A new DOC commitment for assessment/placement; Intervention, On-Site, or Disciplinary Hearing for sanction or revocation placement

If it is determined during an on-site or disciplinary hearing that the female offender is not appropriate for current ACCD placement and needs to be returned to a secure setting, she will be sent to Passages. If the offender is facing new felony charges, or if the Board of Pardons and Parole (BOPP) indicates in the staffing with the P&P Officer and/or Hearings Officer that the parole offender needs to be returned to MWP, no override from the ACCD Administrator is required. In cases where special circumstances may warrant direct placement at MWP (behavior, medical, etc.), the Hearings Officer will request an override by email from the ACCD Administrator. Refer to *P&P 140-1 Adult Offender Discipline and Disciplinary Hearing* P&P 140-2 Preliminary (On-Site) Hearing and P&P 150-1 DOC Commitments.

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The field files for offenders placed at Passages ASRC will be forwarded as follows: For parolees, to the BOPP; for conditional release offenders, to the Passages IPPO; and to the Prerelease Liaison for offenders who will be placed at prerelease.

PROCEDURE:

RESPONSIBILITY:

i. Assessment/Placement

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|--|----------------------------------|
| 1) DOC offender is screened and deemed inappropriate for community placement or community placement is not available within a two (2) week time period. Field file is forwarded to the Passages IPPO. | RA or designee |
| 2) Submits <i>150-1(A) Notification of Offenders Sentenced to DOC or MSP/MWP</i> . | RA or designee |
| 3) If RA deems offender inappropriate for immediate community placement, or there are no community programs available, the field file with PSI, judgments, violation reports and jail reports will be sent to Passages IPPO (electronically if possible). BOPP will not be forwarded paperwork on the offender. | RA or designee |
| 4) An offender may remain at Passages ASRC for up to 120 days. An additional placement option may be conditional release if deemed appropriate. If an offender is being considered for conditional release, Passages ASRC Administrator approves and sends <i>P&P 150-6(C) DOC Transfer Form</i> and <i>P&P 150-6(H) Conditional Release Report</i> to the ACCD Administrator and DOC Director for approval. (See <i>P&P 150-6 Conditional Release of DOC Offenders</i> .) | IPPO/Passages ASRC Administrator |

ii. Sanction/Revocation

Notification must include return reporting instructions and reflect start and end dates, with jail time included. Offenders who have previously been placed at Passages ASRC will be allowed to enter the program as a sanction, but will not be allowed to return on the same commit to be assessed and screened for community placement, unless as a revocation; however, they may return to the Passages ASRC program for screening and assessment with a new DOC commit. If the Hearings Officer orders an offender, who has been approved at a program/facility and is waiting for a bed date, to be placed in an ACCD program, the female offender can be placed at Passages ASRC pending space availability, even if she has previously been at the Passages ASRC program (holding). The Passages ASRC Administrator must be contacted prior to movement of the offender for holding.

When a jail sanction is ordered, the hearings paperwork **must include return reporting instructions and reflect start and end dates** for the sanction, and a copy of the paperwork is forwarded to the Passages ASRC Program. Refer to *P&P 140-1 Adult Offender Discipline and Disciplinary Hearing*, *P&P 140-2 Preliminary (On-Site) Hearing*, and *P&P 140-5 Intervention Hearing*. The P&P Officer will retain the field file on all jail sanction offenders.

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2. Passages Alcohol & Drug Treatment (ADT)

- a. Eligible Offenders:** All female parolees, conditional release, DOC commits, prerelease offenders, and probationers with amended court conditions.
- b. Total Available Beds:** 36 treatment, 4 sanction
- c. Length of Program:** 60 days
- d. Placement Process:** Intervention, On-Site, or Disciplinary Hearing; DOC commitments

Prior to a hearing, P&P Officers should have the offender informally screened and provide the results to the Hearings Officer at the time of the hearing. The Hearings Officer will check on space availability in the program prior to ordering this as a sanction. If the offender is referred to a Passages ADT sanction bed, the P&P Officer will then have the offender screened formally. The Hearings Officer will include **return reporting instructions and start and end dates, with jail time included**, for the sanction, if available, in the hearings paperwork and forward a copy of the paperwork to the Passages ADT program and Passages IPPO. Refer to *P&P 140-1 Adult Offender Discipline and Disciplinary Hearing*, *P&P 140-2 Preliminary (On-Site) Hearing*, and *P&P 140-5 Intervention Hearing*.

P&P Officers referring parolees to a Passages ADT sanction bed through an intervention hearing do not need an endorsement from the Board of Pardons and Parole (BOPP) prior to a referral, and the parole will not need to be revoked. However, P&P Officers referring parolees to a Passages ADT sanction bed through an on-site hearing must receive endorsement from the BOPP prior to referral and placement.

P&P Officers must consider the female offender’s ability to return to the community, residence, and employment prior to a referral and determine whether or not the offender has the appropriate means to return to supervision after Passages ADT.

Offenders may continue on supervision, be placed in jail on a sanction, or be placed in an ASRC sanction bed pending Passages ADT sanction bed availability.

Offenders may be recommended for placement in the ADT Extended Treatment Program by P&P Officers, district courts, county attorneys, public defenders, or program screening committees. No offender may reside at the Passages ADT program for more than 60 days without prior approval; however, offenders must be assessed approximately 3 to 4 weeks into the 60-day program for consideration for placement in the Extended Treatment Program. Following this assessment period, Passages ADT shall submit a Length of Stay request for up to an additional 30 days.

PROCEDURE:

RESPONSIBILITY:

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|---|--|
| <ul style="list-style-type: none"> i. <i>Adult Community Corrections Program Referral Form</i> and <i>Passages ADT Program Application</i> are completed and forwarded with the screening packet. P&P Officer will complete the referral information on the first page of the <i>Application</i> and offender fills out the remainder. ii. Submits <i>150-1(A) Notification of Offenders Sentenced to DOC or MSP/MWP</i>. iii. Referral is reviewed, screening date is scheduled, and referral is approved or denied within ten (10) working days of receipt. If | <ul style="list-style-type: none"> P&P Officer RA or designee Screening Committee |
|---|--|

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denied, reason for denial is submitted in writing to the referring P&P Officer and RA, who may determine other placement options.

Adult Community Corrections Program Referral Form will be routed to other prerelease center(s) the offender was referred to when requested by P&P.

If approved, the P&P Officer or RA is informed of the established placement date.

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| <p>iv. The offender is notified of the approval/denial. If approved, arrangements are made to transport the offender to Passages ADT.</p> <p>The offender may be placed at Passages ASRC pending Passages ADT program acceptance or placement if the timeframe warrants movement of the offender from the detention center for financial reasons. In such cases, provide a copy of <i>P&P 150-1(A) Notification of Offenders Sentenced to DOC or MSP/MWP</i> to the Passages ASRC IPPO to expedite follow up and pursuit of placement.</p> | <p>P&P Officer/
RA or designee/Passages Administrator or designee</p> <p>RA or designee</p> |
| <p>v. The county of commit is responsible for transportation of DOC committed offenders for the initial placement.</p> | <p>P&P Officer/
RA or designee/Passages Administrator or designee</p> |
| <p>vi. Passages ADT is contacted to coordinate placement and transportation arrangements.</p> | <p>RA or designee/Passages Administrator or designee</p> |
| <p>vii. The detention center is notified of the final screening results and provided <i>P&P 150-1(C) Initial Screening & Placement Warrant</i>.</p> | <p>P&P Officer</p> |
| <p>viii. Passages ADT notifies MSP/MWP Records Department the day the offender arrives, excluding weekends and holidays.</p> | <p>Passages Staff</p> |
| <p>ix. Upon placement, the following DOC packet information is forwarded directly to MSP/MWP Records:</p> <ul style="list-style-type: none"> • Copy of <i>P&P 30-1(B) Pre-Sentence Investigation</i> • The signed judgment, including all deferred or suspended judgments pertaining to the cause number (the certified judgment will be sent as soon as it is obtained) • <i>P&P 150-1(D) Verification of Commitment</i> (in lieu of the judgment) • Copy of the Information • Copy of <i>P&P 100-1(A) Report of Violation</i> (if applicable) • One (1) set of fingerprints • Basic Information Sheet • Photograph | <p>P&P Officer</p> |

For offenders placed directly to Passages ADT, the field file will be sent to the Passages IPPO. The P&P Officer who sends the file should enter the date and location the file was sent in OMIS. For information on where files go, see *P&P 150-1 (F) Where Files Go*.

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3. ADT Extended Treatment Program

- a. **Eligible Offenders:** All female parolees, conditional release, DOC commitments, and prerelease offenders assessed by a Licensed Addictions Counselor/Licensed Clinical Professional Counselor or other addiction specialist and it is determined that, due to her previous substance abuse, treatment history, institutional/supervision conduct, or other specifically identified need, an additional 30 days of treatment beyond the regular 60-day program would be beneficial to the offender and result in reduced recidivism or return rates.
- b. **Total Available Beds:** Up to 5 beds
- c. **Length of Program:** Up to 90 days
- d. **Placement Process:** Offenders may be recommended for placement in the Extended Treatment Program by P&P Officers, district courts, county attorneys, public defenders, or program screening committees. No offender may reside at the Passages ADT program for more than 60 days without prior approval; however, offenders must be assessed approximately 3 to 4 weeks into the 60-day program for consideration for placement in the program.

Following this assessment period, Passages ADT shall submit a Length of Stay LOS request for up to an additional 30 days. See Procedures for Passages ADT.

4. Passages ADT Probation Sanction Program

- a. **Eligible Offenders:** Probationers currently under community supervision, but requiring an intensive in-patient treatment sanction program
- b. **Total Available Beds:** Up to 5 beds
- c. **Length of Program:** 60 days
- d. **Placement Process:**

PROCEDURE:

RESPONSIBILITY:

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| i. Request judge modify or add condition of probation to require 60-day treatment program. (See <i>P&P 60-14 Request for Adding or Modifying Conditions of Probation.</i>) | P&P Officer |
| ii. Submits <i>P&P 150-1(A) Notification of Offenders Sentenced at DOC or MSP/MWP</i> noting placement in Passages ADT as a Probation Sanction (COR DOC/Passages ASC). | RA or designee |
| iii. Have probationer complete ADT application, add documents, and forward to Passages Screening Coordinator. Questions about bed availability or screening should be directed to the Passages Screening Coordinator, at 406-294-9609. | P&P Officer |
| iv. Ensure all medical issues are stable and reported to the program, and probationer has arranged to have 60 days of medications upon arrival at Passages ADT. See application for allowable medications. | P&P Officer |

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- v. Once approval from judge is received: P&P Officer
 - 1) Forward copy of amended court order or copy of *P&P 60-14(A) Request to Amend Conditions of Probation Supervision* to Screening Coordinator.
 - 2) Coordinate with Screening Coordinator:
 - a) bed date
 - b) transportation arrangements
 - c) arrival date
 - 3) Have probationer submit to a urine test prior to transfer. If positive, contact Screening Coordinator. Probationers arriving with a positive urine test may be moved to the ASRC Unit until eligible to begin ADT.

- vi. Probationer Responsibilities Offender
 - 1) Probationer must agree to complete Passages 60-Day ADT Program
 - 2) Responsible for bringing medications and allowed property per approved list
 - 3) Understand any emergent medical issues are the responsibility of the probationer
 - 4) Arrive as scheduled
 - 5) Agree to pay the cost of treatment program.

- vii. Discipline
 - 1) Utilize Therapeutic Community Awarenesses as appropriate
 - 2) If probationer is choosing to leave the program against staff advice, the IPPO and/or POII will attempt an intervention. If this is not successful, the probationer may be placed in Yellowstone County Detention Facility and a *P&P 100-1(A) Report of Violation* may be filed.
 - 3) If any violation of local, state, or federal law occurs, charges may be filed and prosecution may occur.

- viii. Upon Release:
 - 1) Coordinate community Chemical Dependency Aftercare Program for individual releasing back into community Passages Staff
 - 2) Forward Discharge Summary to P&P Officer and Aftercare placement Passages Staff
 - 3) Complete *P&P 80-1(A) Travel Permit* and arrange for departure from program back to community IPPO
 - 4) Coordinate with P&P Officer for reporting instructions IPPO
 - 5) Coordinate with P&P Officer and courts/county attorney offices for bond hearings in the event of a violation IPPO

6. Culinary Arts Program

- a. **Eligible Offenders:** Female offenders at MWP who are within 18-24 months of release eligibility, are interested in working in the food service industry, have no violent history, are medically cleared for Inmate Worker status, and approved for placement by the Board of Pardons and Parole (BOPP).
- b. **Total Available Beds:** 15

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c. Length of Program: 18 – 24 months [6 months as Culinary Arts Student, 6 months as Culinary Arts Inmate Worker, 6 – 9 months transition to resident status at prerelease center (PRC)].

d. Placement Process: Screening Committees

Case Managers will assist offenders who are within twenty-four (24) months of release eligibility, and are expressly interested in Culinary Arts, in completion and submission of the program application and a *Pre-Authorization Request for PRC LOS Extension Form*. Upon approval for placement by BOPP, application will be reviewed by both the Institutional Screening Committee and the Local Screening Committee. Committees will review issues of suitability, public safety, and offender's conduct. A majority vote in favor of placement must be obtained from each committee.

Upon approval of screening committees, and approval of the *Pre-Authorization Request for PRC LOS Extension Form* by the PRC Contract Manager and Facilities Program Bureau Chief, program enrollees will receive classroom instruction, in-house food service experience, work release experience in the community, job placement assistance, and will complete a PRC program during the last six (6) months of placement. Enrollees will occupy living space and classrooms on the ADT floor, will be supervised at all time, will not leave the facility unless supervised, and will spend non-work hours on the closed ADT unit.

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H. PRERELEASE CENTER (PRC) – Traditional, Sanction and Enhanced Supervision Program

Programs providing an alternative to the direct release of offenders from prison or jail to the community.

Screening Committees: Local screening committees shall have a minimum of three (3) members with one a local law enforcement officer, one a P&P Officer, and one a member of the public. The committee must decide to admit or deny an offender through mutual agreement by a majority of committee members. The committee shall have the final determination regarding the admission of any candidate to the center. Each member shall have one vote, and in the case of a tie vote, the center administrator will cast a vote.

The following are reasons for denial of admission:

- The offender presents an unacceptable level of risk for future criminal activity in the community;
- The offender presents an unacceptable level of risk of harm to other facility offenders, staff, or self;
- The offender presents an unacceptable level of risk of escape;
- The offender cannot fulfill program objectives with reasonable accommodations for mental or medical conditions;
- The offender has insufficient time remaining on his/her sentence to complete the program;
- The offender has committed a sexual or violent offense in the local community where the program is located;
- The file material submitted was incomplete (missing items must be specifically noted); and
- Other penological reasons (must be specifically noted).

1. Prerelease Traditional

- a. Eligible Offenders:** Offenders released from prison, DOC commitments, or parole violators
- b. Total Beds:** 800
- c. Length of Program:** 180 days
- d. Placement Process:** Screening Committees

PROCEDURE:

RESPONSIBILITY:

- i. Complete *Adult Community Corrections Program Referral* form, *Prerelease Screening Packet Information*, *Prerelease Application* (Section I), and Section II of the *Prerelease Referral*, including documentation of any major medical problems, narrative of offender’s actions and history, and P&P Officer’s recommendations, and submit to the PRC chosen for initial referral. If the PRC chosen for the initial referral denies the referral, the PRC may be requested to then route referral information to other centers.
- ii. Referral is reviewed and screening date is scheduled. Referral is approved or denied within ten (10) working days of receipt. If denied, reason for denial is submitted in writing to the referring P&P Officer and RA, who may determine other placement options.

P&P Officer

Screening Committee

If approved, the P&P Officer or POII is informed of the established placement date.

- iii. The offender is notified of the approval/denial. If approved, arrangements are made to transport the offender to the PRC.

P&P Officer/
POII or designee
MASC/Passages ASRC
Administrator or designee

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The offender may be placed at MASC/Passages ASRC pending PRC acceptance or placement if the timeframe warrants movement of the offender from the detention center for financial reasons. In such cases, provide a copy of *P&P 150-1(A) Notification of Offenders Sentenced to DOC or MSP/MWP* to the MASC/Passages ASRC IPPO to expedite follow up and pursuit of placement.

RA or designee

- iv. The county of commit is responsible for transportation of DOC committed offenders for the initial placement.

P&P Officer/
POII or designee
MASC/Passages ASRC
Administrator or designee

If an offender approved for PRC is moved to MASC or Passages ASRC for evaluation and/or placement and cannot afford transportation costs, *P&P 150-1.1(Y) Offender Prepaid Bus Ticket Agreement* is completed and signed by offender. Copy of *Agreement* is faxed to DOC Central Office at (406) 444-9819 and copy is given to offender. Original is placed in offender's file until payment is received (by money order with offender name and DOC #). Payment and original is sent to Accounting Bureau, DOC Central Office, PO Box 2013001, Helena, MT 59620.

IPPO/POII

- v. The PRC is contacted to coordinate placement and transportation arrangements.

POII or designee
MASC/Passages ASRC
Administrator or designee

- vi. Offenders going to PRC are issued *P&P 80-1(B) Prerelease Travel Permit* and instructions. If leaving the county of conviction, fingerprints and photograph shall be taken prior to issuing the travel permit. This information shall be forwarded to MSP/MWP Records within 24 hours, excluding weekends and holidays.

P&P Officer/
MASC/Passages ASRC
Administrator or designee

- vii. The detention center is notified of the final screening results and provided *P&P 150-1(C) Initial Screening & Placement Warrant*.

P&P Officer

- viii. The PRC notifies MSP/MWP Records the day the offender arrives at the PRC, excluding weekends and holidays.

PRC Director

- ix. Upon placement, the following DOC packet information is forwarded directly to MSP/MWP Records:

P&P Officer

- Copy of *P&P 30-1(B) Pre-Sentence Investigation*
- The signed judgment, including all deferred or suspended judgments pertaining to the cause number (the certified judgment will be sent as soon as it is obtained)
- *P&P 150-1(D) Verification of Commitment* (in lieu of the judgment)
- Copy of the Information
- Copy of *P&P 100-1(A) Report of Violation* (if applicable)
- One (1) set of fingerprints
- Basic Information Sheet
- Photograph

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For offender's who are placed directly into PRC or on a DOC commit, the field file will be sent to the P&P Office where the PRC is located. The Prerelease Liaison will maintain the field file until the offender is released. The P&P Officer who sends the file should enter the date and location the file was sent in OMIS. For information on where files go, see *P&P 150-1(F) Where Files Go*.

NOTE: The MSP/MWP Records Department computes parole eligibility and discharge dates and sends a work card to the PRC. The white copy is for the offender, the yellow copy for the file. The names of PRC offenders will be submitted to the Board of Pardons and Parole (BOPP) as they become eligible for parole pursuant to §46-23-201, MCA. MSP/MWP Records needs a copy of the parole report. If a progress report is prepared, a copy must be forwarded to MSP/MWP Records and the BOPP. Direct DOC placements into PRC are not eligible for parole. Should the offender violate and be placed at MSP/MWP, he/she then becomes eligible for parole.

2. Prerelease Sanction

- a. **Eligible Offenders:** All offenders under the supervision of the Probation & Parole Bureau.
- b. **Total Available Beds:** Varies at each Prerelease Center (PRC) – Contact appropriate center
- c. **Length of Program:** 10-30 days
- d. **Placement Process:** Intervention, On-Site, or Disciplinary Hearing

If the Hearings Officer orders a PRC sanction bed, offenders can be placed in jail pending space availability. The hearings paperwork **must include return reporting instructions and reflect start and end dates** for the sanction and a copy of the paperwork is forwarded to the PRC. Refer to *P&P 140-1 Adult Offender Discipline and Disciplinary Hearing*, *P&P 140-2 Preliminary (On-Site) Hearing*, and *P&P 140-5 Intervention Hearing*.

P&P Officers referring parolees to a PRC sanction bed through an intervention hearing do not need an endorsement from the BOPP prior to a referral and the parole will not need to be revoked. However, P&P Officers referring parolees to a PRC sanction bed through an on-site hearing must receive endorsement from the BOPP prior to a referral and placement.

- e. **Supervision:** Offenders are in lock-down status, not allowed to leave the facility during the placement period, and are separated from the facility general population. Access to television, radio, video and audio players will be limited. BA and UA testing will occur on a random basis during the placement period. Visitors must be approved by the Hearings Officer, P&P Officer, and PRC.

3. Enhanced Supervision Program (ESP) A program developed by the Probation & Parole Bureau (Bureau) and provided by private contractors for enhanced supervision and services for offenders within the Bureau.

- a. **Eligible Offenders:** All offenders under the supervision of the Bureau.
- b. **Total Available Beds:** Varies at each Prerelease Center (PRC) – Contact appropriate center
- c. **Length of Program:** 60 or 90 days
- d. **Placement Process:** Intervention, On-Site, or Disciplinary Hearing

Refer to *P&P 140-1 Adult Offender Discipline and Disciplinary Hearing*, *P&P 140-2 Preliminary (On-Site) Hearing*, and *P&P 140-5 Intervention Hearing*. The Hearings Officer and P&P Officer

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complete *P&P 150-1.1(AA) ESP Referral Form* to identify the ESP services the offender will be required to complete and forward the completed form to the PRC.

Offenders may be continued on supervision or placed in jail on a sanction pending ESP space availability.

PROCEDURE:

RESPONSIBILITY:

- | | |
|--|--|
| <ul style="list-style-type: none"> i. The PRC will complete <i>P&P 150-1.1(BB) ESP Offender Contract</i> with the offender upon placement in the ESP Program. The PRC will also complete <i>P&P 150-1.1(CC) ESP Notification of Completion/Failure</i> form and distribute as indicated on the form. ii. If the supervising P&P Officer believes the offender should spend more time on the program than originally ordered, the Officer will staff the case with the POII/RA and submit <i>P&P 150-1.1(DD) ESP Length of Stay Extension</i>. The extension will include number of days requested, the reasons for the extension, and the POII/RA's signature. Extensions will be faxed to the PRC Contract Manager or designee for approval at (406) 444-7909. Extensions submitted after the sanctioned time period has expired will not be paid by DOC. iii. Supervision: <ul style="list-style-type: none"> 1) Mandatory conditions of ESP include: <ul style="list-style-type: none"> a) One (1) one-on-one meeting with PRC Case Manager per week b) Daily breathalyzer c) One (1) urinalysis test per week after 5:00 p.m. and on weekends 2) In addition, the referring P&P Officer may chose 2 of the following options in available areas: <ul style="list-style-type: none"> a) Weekly itinerary b) Additional UA testing c) CP&R d) Chemical dependency referral e) Job development 3) In lieu of the above mandatory and additional options, P&P Officers also have the SCRAM Program (24-hour alcohol monitoring) available in some areas. | <ul style="list-style-type: none"> PRC Staff P&P Officer P&P Officer P&P Officer |
|--|--|

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I. SANCTION TREATMENT ASSESSMENT REVOCATION AND TRANSITION PROGRAM (START)

Program for adult male offenders who violate the terms of their community placement, designed to encourage positive changes so that offenders may return to community status rather than prison.

1. Eligible Offenders:

- a. Assessment/Placement – All male parolees, conditional release offenders, and offenders in Adult Community Corrections Division (ACCD) programs/facilities.
- b. Sanction– All male offenders under the supervision of the Probation & Parole Bureau.

2. Total Available Beds: 88

3. Length of Program: 10 – 120 days

- a. Assessment – Any male parolee, conditional release, or DOC offender that is determined inappropriate for continuing community placement can be placed at START for 10-120 days.
- b. Sanction – Up to 30 days, or longer for parolees and conditional release offenders if approved by the ACCD Administrator.

4. Placement Process: Intervention, On-Site, or Disciplinary Hearing

- a. When a START and/or jail sanction is ordered, the hearings paperwork **must include return reporting instructions and reflect start and end dates, with jail time included**, for the sanction, and the Hearings Officer must forward a copy of the paperwork to the START IPPO. Refer to *P&P 140-1 Adult Offender Discipline and Disciplinary Hearing*, *P&P 140-2 Preliminary (On-Site) Hearing*, and *P&P 140-5 Intervention Hearing*.

The supervising P&P Officer will determine status of any new or pending misdemeanor charge(s) on offender. If new offense(s) has been charged, offender will remain in jail. If offender has not been officially charged with new offense(s), he may be placed at START and IPPO will review case. The supervising P&P Officer will retain the field file on all jail sanction offenders.

- b. P&P Officers referring parolees to a START sanction bed through an intervention hearing do not need an endorsement from the Board of Pardons and Parole (BOPP) prior to a referral and the parole will not need to be revoked. However, P&P Officers referring parolees to a START sanction bed through an on-site hearing must receive endorsement from the BOPP prior to a referral and placement.
- c. If it is determined during an on-site or disciplinary hearing that the offender is not appropriate for ACCD placement and needs to be returned to a secure setting, male offenders will be placed at the START program for evaluation. If the offender is facing new felony charges, or if BOPP indicates that the parole offender needs to be returned to MSP/MWP in the staffing with the P&P Officer and/or Hearings Officer, no override from the ACCD Administrator is required. In cases where special circumstances may warrant direct placement at MSP (behavior, refusing to complete program, medical, etc.), the Hearings Officer will request an override by email to the ACCD Administrator. Refer to *P&P 140-1 Adult Offender Discipline and Disciplinary Hearing*, *P&P 140-2 Preliminary (On-Site) Hearing*, and *P&P 150-1 DOC Commitments*.
- d. For parole offenders placed at START, the field file will be forwarded to the BOPP. For conditional release offenders placed at START, the field file will be forwarded to the MSP IPPO. If the offender will be placed at CCP or PRC from a sanction or placement bed, the field file will remain at the referring P&P office.

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J. TREASURE STATE CORRECTIONAL TRAINING CENTER (TSCTC) – Traditional and Sanction Program established as an alternative to long-term incarceration. The voluntary program combines treatment and rehabilitation programming in a military format.

Screening Committee: A committee comprised of the local sheriff, a community member, and TSCTC and DOC staff, completes an in-depth review of an eligible offender’s criminal case and involvement with the criminal justice system.

1. TSCTC Traditional

- a. Eligible Offenders:** All male offenders under the supervision of the Probation & Parole Bureau (Bureau) who meet the following criteria:
 - i. Must be convicted of a felony offense other than that punishable by a death sentence
 - ii. Must not have outstanding warrants or detained
 - iii. Must pass a physical exam and ensure sufficient health for participation
 - iv. May not have been admitted to the program more than twice
- b. Total Available Beds:** 60
- c. Length of Program:** 90 – 120 days
- d. Placement Process:** Screening Committee

PROCEDURE:

RESPONSIBILITY:

- i. When the district court or a P&P Officer recommends an offender to the TSCTC program, a notification packet will be filed with TSCTC IPPO and must contain the following:
 - *P&P 150-1.1(EE) Voluntary Consent Form*
 - *P&P 150-1.1(FF) TSCTC Release Form*
 - *P&P 150-1.1(GG) TSCTC Good Time Notification*
 - *P&P 150-1.1(HH) TSCTC Medical Evaluation* (all offenders entering TSCTC must have this form completed prior to entrance)
 - Copy of *P&P 30-1(B) Pre-Sentence Investigation*
 - The signed judgment, including all deferred or suspended judgments pertaining to the cause number (the certified judgment will be sent as soon as it is obtained)
 - *P&P 150-1(D) Verification of Commitment* (in lieu of judgment)
 - Copy of the Information (affidavit or police report for circumstances of offense)
 - Copy of *P&P 100-1(A) Report of Violation* (if applicable)
 - Basic Information Sheet
 - Mental health evaluation (if available)
 - Jail reports
 - Other reports or material deemed appropriated by the court, P&P Officer or TSCTC
- ii. Review the notification packet within two (2) weeks of receipt to ensure all information is completed. If incomplete, contact the P&P Officer to request the missing information. Complete packets will be forwarded to the TSCTC Screening Committee.

P&P Officer

IPPO

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The IPPO will then:

- 1) perform an initial review and pre-screening of each packet
 - 2) place offender on the TSCTC Screening list
- iii. If during the screening process the offender's appropriateness for placement is questionable, or acceptance criteria is not met, the offender will not be eligible for admission and the reason for denial will be noted on the screening form. If an offender is denied acceptance to the TSCTC program, the IPPO will send a copy of the screening results to the appropriate jurisdiction. The following could disqualify an offender for admittance to the TSCTC program:
- two previous admissions
 - physical limitations preventing performance of strenuous labor and exercise, such as back and/or knee problems as determined by an approved medical practitioner
 - detainer or pending charges for felony offenses
 - extensive criminal or violent history of offenses
 - escape/runaway/walk-away history
 - major dental care requirements
 - severity of sexual offending behavior
 - life sentences – offenders who committed a crime that carries a life sentence, but did not receive a life designation, will not be automatically excluded from screening, but the committee will give guarded attention to the circumstances of the crime
 - death sentences
- iv. Sexual offenders being referred to the program must have a current psychosexual offender evaluation performed by a qualified professional or have completed sexual offender treatment. IPPO
- v. If the offender is approved for placement at TSCTC, the IPPO will notify the proper jurisdiction and: IPPO
- 1) establish a placement date
 - 2) arrange transportation (if the offender is in a secure contracted facility arrange transportation through the Contract Placement Bureau)
 - 3) copy all information to begin a TSCTC offender file
- vi. The P&P Officer will notify the detention center of the final screening results and provide *P&P 150-1(C) Initial Screening & Placement Warrant*. P&P Officer

2. TSCTC Sanction Program

- a. Eligible Offenders:** All male TSCTC graduates
- b. Total Available Beds:** Varies depending upon need
- c. Length of Program:** 30 – 60 days

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d. Placement Process: Intervention, On-Site, or Disciplinary Hearing

Prior to a hearing, P&P Officers should have the offender informally screened and provide the results to the Hearings Officer at the time of the hearing. The Hearings Officer will check on space availability prior to ordering the program as a sanction. If the offender is referred to a TSCTC bed, the P&P Officer will then have the offender screened formally. All offenders ordered this sanction will be initially placed in the program for 30 days. If TSCTC staff recommends an extended sanction, the offender may volunteer for up to an additional 30 days.

The Hearings Officer will forward a copy of the hearings paperwork to the TSCTC and MSP IPPOs. Refer to *P&P 140-1 Adult Offender Discipline and Disciplinary Hearing*, *P&P 140-2 Preliminary (On-Site) Hearing*, and *P&P 140-5 Intervention Hearing*.

P&P Officers referring parolees to a TSCTC sanction bed through an intervention hearing do not need an endorsement from the Board of Pardons and Parole (BOPP) prior to a referral and the parole will not need to be revoked. However, P&P Officers referring parolees to a TSCTC sanction bed through an on-site hearing must receive endorsement from the BOPP prior to a referral and placement.

P&P Officers must consider the offender's ability to return to his community, residence, and employment prior to a referral and determine whether or not the offender has the appropriate means to return to supervision after a TSCTC sanction.

Offenders may be continued on supervision or placed in jail on a sanction pending TSCTC sanction bed availability.

The following paperwork must be completed for placement of an offender into the TSCTC Sanction Program:

- *P&P 150-1.1(II) TSCTC Voluntary Relapse Consent Form*
- *P&P 150-1.1(JJ) TSCTC Sanction Program Medical Waiver*
- *P&P 150-1.1(FF) TSCTC Release Form*
- *P&P 150-1.1(KK) TSCTC Property Allowed* list should be given to the offender

- e. Violations:** If an offender quits, is removed, or does not complete the sanction, TSCTC will notify the supervising P&P Officer who will issue a warrant to have the offender placed in the county jail. Violations will be addressed by an intervention hearing or if warranted, by formal violation in a *P&P 100-1(A) Report of Violation* for the court or BOPP, or writing of *P&P 140-1(C) Statement of Charges/Notice of Disciplinary Hearing* for conditional release or DOC offenders, and will be staffed with the Officer's immediate supervisor. The Officer is responsible for writing the *Report of Violation* and will maintain the case as ROV status for as long as the offender remains in custody. If the offender is released by the judge pending disposition, the case will be returned to the prior P&P Officer.

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K. WARM SPRINGS ADDICTION TREATMENT AND CHANGE (WATCH) – Traditional, Repeaters, Knights, and Revocation Program providing supervision, treatment, and programming for felony offenders prosecuted and sentenced under the 4th time DUI statutes. Offenders convicted of a 4th or subsequent DUI, and who, upon a prior conviction, were placed in a WATCH program, whether or not the program was successfully completed, will receive a sentence of not less than thirteen (13) months and no more than five (5) years. The offender will not be eligible for a suspended sentence upon completion of WATCH pursuant to §61-8-731, MCA. These offenders will still be initially screened to the WATCH program and if denied, will then be placed at MSP/MWP. If this offender is accepted and successfully completes the WATCH program, the IPPO will initiate a conditional release from the WATCH program. (See P&P 150-6 Conditional Release.)

1. WATCH Traditional

- a. Eligible Offenders:** WATCH West is a male only facility. Watch East is a co-ed facility taking first, all female offenders; second, male offenders from the 16 eastern counties (Region VI) and Yellowstone County; and third, male offenders from the other counties. All other male offenders will be referred to WATCH West. Pursuant to Administrative Rules of Montana, WATCH East cannot take any violent or sexual offenders.
- b. Total Available Beds:** 115 at WATCH West; 50 at WATCH East
- c. Length of Program:** 180 days
- d. Placement Process:** Screening Committee

The application of a male offender denied by the WATCH East screening committee will be forwarded to WATCH West for screening. Subsequently, offenders denied at WATCH West will be placed at MSP.

PROCEDURE:

RESPONSIBILITY:

- i. *Adult Community Corrections Program Referral Form* and *WATCH Program Application* are completed and forwarded with the screening packet. The P&P Officer completes the first page of the *Application* and offender fills out the remainder. P&P Officer
- ii. Referral is reviewed and screening date is scheduled. If denied at WATCH West, reason for denial is submitted in writing to the referring P&P Officer and RA, who may determine other placement options. Screening Committee

Officer is notified of outcome within 24 hours of WATCH East screening, including reasons for denial if referral is denied.

If approved, the P&P Officer or RA is informed of the established placement date. If offender has not been sentenced, the bed date will follow sentencing. Officer must inform WATCH East if sentencing date changes.

- iii. The offender is notified of the approval/denial. If approved, arrangements are made to transport the offender to WATCH. P&P Officer/
RA or designee/
MASC/Passages ASRC
Administrator or designee

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- The offender may be placed at MASC/Passages ASRC pending WATCH acceptance or placement if the timeframe warrants movement of the offender from the detention center for financial reasons. In such cases, provide a copy of *P&P 150-1(A) Notification of Offenders Sentenced to DOC or MSP/MWP* to the MASC/Passages ASRC IPPO to expedite follow up and pursuit of placement. RA or designee
- iv. The county of commit is responsible for transportation of DOC committed offenders for the initial placement. P&P Officer/
RA or designee/
MASC/Passages ASRC
Administrator or designee
- v. The WATCH Program is contacted to coordinate placement and transportation arrangements. WATCH East will transport offenders from Passages and will coordinate with CCCS, Inc. to transport offenders screened and accepted at other ACCD programs/facilities. RA or designee/
MASC/Passages ASRC
Administrator or designee
- vi. The detention center is notified of the final screening results and provided *P&P 150-1(C) Initial Screening & Placement Warrant*. P&P Officer
- vii. The WATCH program notifies MSP/MWP Records Department the day the offender arrives at WATCH facility, excluding weekends and holidays. WATCH Staff
- viii. Upon placement, the following DOC packet information is forwarded directly to MSP/MWP Records: P&P Officer
- Copy of *P&P 30-1(B) Pre-Sentence Investigation*
 - The signed judgment, including all deferred or suspended judgments pertaining to the cause number (the certified judgment will be sent as soon as it is obtained)
 - *P&P 150-1(D) Verification of Commitment* (in lieu of the judgment)
 - Copy of the Information
 - Copy of *P&P 100-1(A) Report of Violation* (if applicable)
 - One (1) set of fingerprints
 - Basic Information Sheet
 - Photograph

For offenders placed directly into WATCH on a DOC commit, the field file will be sent to the MSP IPPO for WATCH West offenders and the Glendive P&P Office for WATCH East Offenders. The P&P Officer who sends the file should enter the date and location the file was sent in OMIS. For information on where files go, see *P&P 150-1(F) Where Files Go*.

NOTE: The MSP/MWP Records Department computes parole eligibility and discharge dates and sends a work card to the WATCH facility. The white copy is for the offender, the yellow copy for the file. MSP/MWP Records needs a copy of the parole report. If a progress report is prepared, a copy must be forwarded to MSP/MWP Records and the Board of Pardons and Parole.

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2. WATCh Repeaters

- a. **Eligible Offenders:** Male offenders who have previously completed WATCh and have now been sentenced (DOC commit) to a NEW FELONY DUI [§61-8-731 (3), MCA]
- b. **Total Available Beds:** 5 at CCP West
- c. **Length of Program:** 90 days
- d. **Placement Process:** All program packet/screening requirements remain the same. For these offenders, the RA in consultation with the P&P Officer will determine placement. WATCh East will screen all second time female DUI offenders and accept if appropriate and space allows. Placement options are:
 - i. MSP or MWP
 - ii. CCP/Passages ADT (90day program) followed by PRC
 - iii. WATCh again (if time and space allow)

3. WATCh Revocation Program (WRP)

- a. **Eligible Offenders:** Male offenders who have completed the WATCh program and have violated conditions of supervision, been revoked and ordered/recommended for placement as a DOC commit by the district judge as needing additional substance abuse counseling, but have not received a new felony DUI.
- b. **Total Available Beds:** 5 at CCP West
- c. **Length of Program:** 60 days
- d. **Placement Process:** All program packet/screening requirements remain the same as CCP. For these offenders, the RA in consultation with the P&P Officer will determine placement. CCP West will screen all revoked male DUI offenders.

4. WATCh KNIGHTS Program

- a. **Eligible Offenders:** Offenders who have been convicted of vehicular homicide while under the influence. Women offenders are referred to WATCh East
- b. **Total Available Beds:** 5 at WATCh West
- c. **Length of Program:** 180 days
- d. **Placement Process:** The KNIGHTS group functions within the WATCh felony DUI program and addresses issues unique to those offenders who have taken a life while under the influence. Offenders participating in the KNIGHTS program will have additional programming required to successfully complete the WATCh program as specified in the clinical guidelines established for the KNIGHTS.

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L. WOMEN'S INTENSIVE CHALLENGE PROGRAM (ICP) Program is being revised.

IV. CLOSING

Questions regarding Program Guide procedures should be directed to the RA, P&P Bureau Chief or ACCD Administrator.

<u>Forms</u>		<u>Formerly</u>
150-1 (A)	Notification of Offenders Committed to DOC or MSP/MWP	150-1 (Q)
150-1 (B)	Offender Sentences & Placement Options	150-1 (GG)
150-1 (C)	Initial Screening & Placement Warrant	150-1,2 &3 (P)
150-1 (D)	Verification of Commitment	150-1 (S)
150-1 (E)	MSP/MWP Override and Referral Form	150-1 (EE)
150-1 (F)	Where Files Go	150-1 (FF)
150-1.1 (A&B)	Conditions of ISP	150-1 & 150-1,2 &3 (A&B)
150-1.1 (C)	ISP Request for Candidacy	150-1,2&3 (C)
150-1.1 (D)	ISP Screening Referral	150-1 ,2&3(D)
150-1.1 (E)	ISP Screening Approval/Denial Letter	150-1,2&3 (E)
150-1.1 (F)	ISP Residence/Visitor List	150-1,2&3 (F)
150-1.1 (G)	Employer Letter (OMIS)	150-1,2&3 (G)
150-1.1 (H)	ISP Daily Employment Search Log	150-1,2&3 (H)
150-1.1 (I)	ISP Restitution/Supervision Fee Log	150-1,2&3 (I)
150-1.1 (J)	ISP Community Service Log	150-1,2&3 (J)
150-1.1 (K)	ISP Self Help Attendance Log	150-1,2&3 (K)
150-1.1 (L)	ISP Weekly Schedule	150-1,2&3 (L)
150-1.1 (N)	ISP Officer Handbook	150-1,2&3 (N)
150-1.1 (O)	ISP Offender Handbook	150-1,2&3 (O)
150-1.1 (P)	ISP Sanction Program Contract	140-3 (A)
150-1.1 (Q)	Notice of ISP Completion/Failure	140-3 (B)
150-1.1 (R)	ISP Monthly Report	150-1,2&3 (R)
150-1.1 (S)	Day Reporting Program Offender Handbook	
150-1.1 (T)	Day Reporting Program Application	
150-1.1 (U)	Conditions of Day Reporting Program	
150-1.1 (V)	Day Reporting Program Weekly Schedule	
150-1.1 (W)	Day Reporting Program Summary Discharge	
150-1.1 (X)	MCDC Probation Intervention Project Referral	140-3 (G)
150-1.1 (Y)	Offender Prepaid Bus Ticket Agreement	150-1 (T)
150-1.1 (AA)	ESP Referral Form	140-3 (C)
150-1.1 (BB)	ESP Offender Contract	140-3 (D)
150-1.1 (CC)	ESP Notification of Completion/Failure	140-3 (E)
150-1.1 (DD)	ESP Length of Stay Extension	140-3 (F)
150-1.1 (EE)	TSCTC Voluntary Consent Form	150-1 (U)
150-1.1 (FF)	TSCTC Release Form	150-1 (V)
150-1.1 (GG)	TSCTC Good Time Notification	150-1 (W)
150-1.1 (HH)	TSCTC Medical Evaluation	150-1 (X)
150-1.1 (II)	TSCTC Voluntary Relapse Consent Form	140-3 (H)
150-1.1 (JJ)	TSCTC Sanction Program Medical Waiver	140-3 (I)
150-1.1 (KK)	TSCTC Property Allowed	140-3 (J)
ACCD	Adult Community Corrections Program Referral Form	
ACCD	PRC Screening Packet Information	
ACCD	PRC Application	

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ACCD	Prerelease Center LOS Extension Form
ACCD	Pre-Authorization Request for PRC LOS Extension Form
ACCD	Aftercare LOS Extension Form
ACCD	Treatment Center LOS Extension Form
BOPP	BOPP Parole Application
BOPP	BOPP Parole Report
BOPP	BOPP Parole Report (sample)
BOPP	BOPP Request for Investigation
DOC 1.5.6 (Attachment A)	Health Information Request to Release Records
CCP	CCP Program Application
Elkhorn	Elkhorn Program Application
Nexus	Nexus Program Application
Passages	Passages ADT Program Application
WATCh	WATCh Program Application
Private Vendor	Electronic Monitoring – (BI) Client/Case Enrollment (Not P&P computerized)