

120 DAYS

With 100% effort and full concentration, a trainee can successfully complete the CTC program in 120 days. Trainee's will be given 4 phases to complete before graduating;

- Phase 1—Orientation (emphasis on discipline)
- Phase 2—Cognitive (Emphasis on accountability and honesty with self and others)
- Phase 3—Prosocial (Teamwork, leadership, doing for others; emphasis on integrity)
- Phase 4—Re-entry (Emphasis on using self-discipline, integrity, and accountability to enrich their life and family. Building a plan for success)

GRADUATION

Graduations are on a Tuesday. The trainee will notify a family member by phone usually the Wednesday before graduation.

All CTC visiting rules apply (see other side)

Please call 406-846-1320 ext. 2100 as soon as possible after you're notified of the graduation date to arrange the graduation visit. A list of items allowed at the Aftercare or Pre-Lease facility will be given to you at the graduation or mailed to you if you can't come. These items must be shipped or mailed. Graduation ceremonies are held on Tuesdays. Visitors must arrive by 8:30 a.m. in the parking lot (see Directions). A CTC vehicle will transport visitors to the camp. You will visit with the graduate after the ceremony. You may photograph (camera) or videotape the ceremony. **YOU CANNOT USE THE CAMERA ON YOUR CELL PHONE. CELL PHONES ARE PROHIBITED.**

**Save this pamphlet for
future reference**

DIRECTIONS

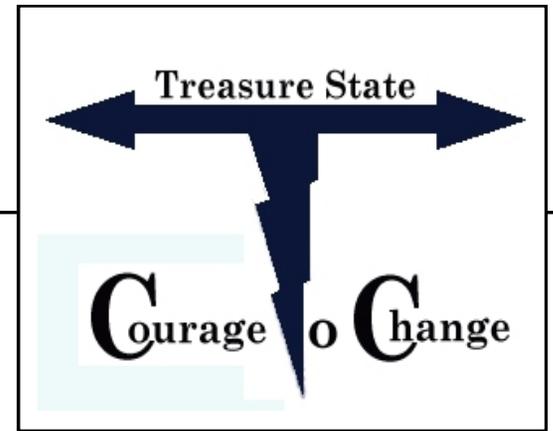
TAKE either Deer Lodge exit off of I90 and follow to downtown. At the only traffic light in town, turn west. Remain on the paved road, which heads out of town. You will see markings for Montana State Prison (but none for the boot camp). You will go approximately three miles (from the light) when you will see signs for Check Point (a small concrete building in the middle of the road). Go to Check Point; an officer will direct you to park in the gravel parking to the left of checkpoint. The escort vehicle from the boot camp will take you through checkpoint for trainee visits and graduations.

**No tobacco products, weapons or pets are permitted on Montana State Prison grounds including the TSCTC facility and grounds. Please stay in your vehicle until the TSCTC transport vehicle arrives.
Violators will lose visiting privileges**

TSCTC STAFF

Michael Buckley
Joe Fink
Tedd Weldon
Adolpho Tellez-Giron
RaeAnn Vasquez

Superintendent
Program Manager & VIO
Facilities Services Manager
Institutional P&P Officer
Administrative Assistant



THE CTC PROGRAM

Please take the time to thoroughly read this pamphlet, share it with others, and save it. It contains instructions for approved mail and visits that you must know.

THE SIGNIFICANCE OF THE CTC LOGO

The Treasure State Correctional Training Center Program offers opportunities for positive change in a trainee's life and future.

CTC DESIGNATES THE COURAGE TO CHANGE

The horizontal T portion of the arrow represents the two directions or choices a trainee has in molding a future. The trainee can choose the left arrow which points to the return to the old lifestyle—back to prison and reverting to behaviors used before the trainee entered CTC.

Or

the trainee can choose the right arrow and go forward using the tools learned and developed at CTC to positively change the trainee's life.

The lightning bolt portion of the T represents the need to bring about the will and commitment to make a dramatic change in the trainee's mental state or anti-social thinking. Thus, the trainee can choose to go backward or forward. The decision is the trainee's alone. Once the decision is made, the trainee must keep the ***Courage to Change*** uppermost in mind and heart to learn from failures and to succeed.

MAIL

Trainees are very busy learning the program and completing assignments. **You may write immediately**, but they have limited time to write or read mail. Brief, supportive, and encouraging letters are important and must be in strict compliance with these rules:

- Trainees may receive letters from family, friends, and clergy; Only one letter per envelope: **no** mail from correctional facilities.
- Trainees **may not** receive mail that has been *perumed* or that has **anything** on the outside of envelope other than the trainee's address (see below), and the **complete return name and address (required); black/blue regular ink or Pencil only are acceptable. Inappropriate language will not be tolerated!**
- No news, magazine or internet articles/ pictures.
- Three pictures at a time may be kept by trainees; of immediate family only.
- Cards (no glitter) are permitted, **No gifts.**
- The **only** item that may be sent to the trainee is a pair of running shoes (new or old) **from immediate family, addressed to trainee as stated below.**
- Unacceptable/inappropriate/questionable items will be returned at the trainee's expense or destroyed per trainee's decision. No postage stamps.

Mail must be addressed to the trainee exactly as follows: Example:

Trainee John Q. Doe (**no nickname**) AO# 0000000
TSCTC c/o Montana State Prison
400 Conley Lake Road
Deer Lodge, Montana 59722

Mail for a trainee that is addressed otherwise must be returned to sender unread by trainee.

MONEY

YOU MUST BE APPROVED IN ADVANCE TO SEND MONEY TO THE TRAINEE (see facing page). There are currently two methods of sending money:

1. **U.S. Postal money orders** made out to the trainee and including their AO# from immediate family who have completed and submitted the visiting/mailling questionnaire form and are approved.
2. **Make deposits online using your credit/debit card.** Go to <https://app.mt.gov/inmate> banking for instructions

VISITING

Only immediate family; mother, father, sister, brother, grandparents, spouse (**Proof of common law is required**), or child may visit. You will receive a questionnaire in the mail shortly after the trainee arrives. (1 per person) **Submit forms to: TSCTC, 400 Conley Lake Road, Deer Lodge, MT 59722. YOU MUST BE APPROVED IN ADVANCE TO VISIT THE TRAINEE.** It typically takes 3-4 weeks for the approval process. It is the trainee's responsibility to notify family when they have been approved and when the visit will occur. **You must call 406-846-1320 ext. 2100 on the Thursday or Friday before the visit no later than 5:00pm.** This is the **only number you may call** to confirm the visit. A message will be returned by staff if it's necessary for you to leave one. **If you are not pre approved for the visit you will not be permitted to visit. All visitors may be subject to pat search or electric search prior to visiting trainees.** Visitors must arrive no later than 12:45 p.m. at the parking lot (directions on reverse side). Picture ID, prescribed necessary medication and vehicle keys are the only items you may bring to CTC. Visitors under 18 must be accompanied by an approved adult. Three diapers, a toy, and a bottle for a baby are permitted in a bag. A child under 6 years old and/or under 60 lbs. in weight **MUST** be transported to CTC in a legal car seat furnished by the child's parent/guardian. Visits are on Sunday afternoon from 1:00-3:00 p.m. The entire visit takes place in the CTC multi-purpose room. **Four pre-approved** visitors per trainee will be escorted to CTC. Visitors may not wear revealing clothing; no shorts or short dresses, tank tops, or excessive jewelry. Proper footwear and undergarments must be worn. Inappropriately dressed visitors will not be transported to CTC for the visit.

PHONE CALLS

The trainee will earn the privilege of a telephone call. This will occur no sooner than 30 days after arrival. It is the trainee's responsibility to advance notify by letter the party being called of when the call & visit will occur. Phone calls are collect, you will need to set up an account thru Tel-mate 866-5160115 or www.gettingout.com

Trainees are responsible to provide you with information about their status. Minimal information may be given by staff. If you are consistently not hearing from a trainee call 406-846-1320 ext. 2100.

CTC PROGRAM

This is a holistic environment geared toward positive change, self-respect, discipline, accountability, and responsibility. The focus at TSCTC is built upon a treatment orientated model that utilizes evidence based programming to further facilitate successful offender re-entry and to change the criminal thinking patterns of men and women in order for them to become safe, contributing members of society. Trainees are not touched, sworn at, or abused. They **will** be verbally confronted, and often. They will be expected to perform duties and physical exercise. They can build self-respect and integrity. A trainee who pays attention, internalizes the program, and makes the *commitment to change* can graduate and become a solid citizen.

The trainee may participate in the following programs:

- **Academic school program/Life Skills**
Preparation for Hi-SET testing is required if the trainee has no high school diploma, GED, or Hi-SET;
- **Cage Your Rage (Anger Management)**
- **Thinking For A Change (Relationships)**
- **Hands Down (Domestic Violence)**
- **Substance Abuse Education**
- **Victim Impact**

DAILY SCHEDULE

The trainee is busy from 6:00 a.m. until 10:00 p.m. The aspects of the program concentrate on the trainee learning to pay strict attention to detail. A staff of well-trained, professional Instructors and facilitators are experts at confrontation and are dedicated to helping to change trainees' lives.

Prison Rape Elimination Act (PREA) Reporting Information

Trainees who are victims of, or have knowledge of, sexual abuse and/or sexual harassment can immediately report the incident by one of the following methods:

1. report the incident to a staff member, verbally, in writing,
 2. or anonymously through a third party;
- The third may report the incident in writing to the YWCA, Attention Director of Programs, 1130 West Broadway, Missoula, MT, 59802, or Report the incident to the Correctional Manager by calling 406-846-1320 x2110 or write Attention Correctional Manager 1100 Conley Lake Road, Deer Lodge MT 59722