



**ADULT COMMUNITY CORRECTIONS DIVISION
STANDARD OPERATING PROCEDURES**

Procedure No.: ACCD 3.1.1100	Subject: OFFENDER MOVEMENT CONTROL
Reference: DOC 3.1.11; 53-1-203, MCA	Page 1 of 2
Effective Date: 08/28/14	Revision Dates:
Signature / Title: /s/ Kelly Speer, Acting ACCD Administrator	

I. DIVISION DIRECTIVE:

Adult Community Corrections Division facilities will develop and enforce internal movement controls to ensure that offenders do not evade staff supervision, plan escapes/walk-aways, or engage in activities not permitted by facility rules.

II. DEFINITIONS:

ACCD-Adult Community Corrections Division Facility – Division facilities include the Missoula Assessment and Sanction Center (MASC), Treasure State Correctional Training Center (TSCTC), and contracted facilities of: Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment and Change Program (WATCH), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Passages Assessment Sanction & Revocation Center (Passages ASRC), Nexus Correctional Treatment Center (Nexus), and Elkhorn Treatment Center (Elkhorn).

Department/DOC – The Montana Department of Corrections.

III. PROCEDURES:

A. Operational Procedures

1. Each facility will develop operational procedures to regulate and account for offender movement that are applicable to the program structure of the facility.
2. Controlled movement procedures may vary according to the physical plant and custody level of the facility or program.
3. Movement procedures will:
 - a. provide staff with the necessary instructions to control and supervise all individual and group offender movements;
 - b. include, where applicable, use of a call-out/emergency contact program, scheduled movement, radio or telephone communication, video cameras, and an individual pass system;
 - c. ensure movement is regulated to such activities as work, sick call, meals, recreation, education, or other programs; and
 - d. require that movement records are maintained for 30 days to provide a means of reconstructing offender activities and locations.
4. Facility procedures on offender movement must be submitted when requested by the Department.

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B. General Staff Observation

1. Every employee must observe and monitor offender movement; this includes examining passes and ensuring that offenders follow the authorized procedures of individual and group movements.
2. Employees must be especially alert to individual or group offender movements that appear to be out of context with scheduled activities.
3. Employees assigned to corridor housing unit and program posts will examine offender approved agendas, passes and the daily transport list to verify proper authorization of all offender movement.

IV. CLOSING:

Questions regarding this procedure should be directed to the Facility Administrator or Facilities Program Bureau.