



**ADULT COMMUNITY CORRECTIONS DIVISION
STANDARD OPERATING PROCEDURES**

Procedure No.: ACCD 5.1.201	Subject: TRANSITIONAL LIVING PROGRAM FOR ADULT OFFENDERS
Reference: P&P 60-6; P&P 150-6; DOC 4.6.4 2-15-112, MCA; 53-1-203, MCA	Page 1 of 3
Effective Date: 02/01/98	Revision Dates: 07/10/00; 09/12/02; 10/28/02; 03/19/03; 05/08/03; 06/06/11; 09/26/11; 06/25/13
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

I. DIVISION DIRECTIVE:

The Adult Community Corrections Division will follow established procedures to provide a Transitional Living Program for adult offenders in a prerelease center. This program allows offenders the opportunity to safely integrate back into the community, assume increased personal responsibility, and ensure to the greatest extent possible, the safety and welfare of the community and prevention of recidivism.

II. DEFINITIONS:

Department – The Montana Department of Corrections.

Prerelease Facility Contract Manager – The Department’s employee who acts as the liaison for services and monitors the contractual agreements between the Department and prerelease centers: Alpha House PRC, Gallatin County Re-entry Program, Butte PRC, Great Falls Transition Center, Helena PRC, and Missoula PRC.

Release Date – The date an offender begins supervision with the Probation & Parole Bureau or completes his/her term of incarceration.

Transitional Living Program – A non-residential program component of the established prerelease center program (PRC) whereby an offender resides in the community at an approved residence, completes a 24-hour itinerary, and reports to the PRC daily. These offenders are monitored by PRC personnel.

Treatment Facility Contract Manager – The Department’s employee who acts as the liaison for services and monitors the contractual agreement between the Department and ACCD contracted treatment facilities: START, CCP, Passages, Elkhorn, NEXUS and WATCH.

III. PROCEDURES:

A. Offender Eligibility Requirements:

An offender must meet the following criteria to be eligible for Transitional Living Program (TLP) participation:

1. Be within 90 days of his/her projected release date, unless the Prerelease Facility or Treatment Facility Contract Manager (Contract Manager) or Hearings Officer extends this time period in the prerelease center;

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2. Have no Class I and/or Class II violations as determined by the Hearings Officer;
3. Have no federal or felony warrants and detainers;
4. Have no misdemeanor warrants and detainers that could increase offender's custody level or show risk to public safety;
5. Have obtained a parole from the Board of Pardons and Parole (BOPP) upon completion of the program, or be eligible for a conditional release pursuant to *DOC 4.6.4 Conditional Release of DOC Commitments* and *P&P 150-6 Conditional Release of DOC Offenders*; and
6. Have an approved residence and demonstrated the financial capability to pay living and program costs;

B. Approval Process:

1. TLP is mandatory for all prerelease (PRC) offenders being released to that community. *ACCD 5.1.201(A) TLP Request for Placement* is completed and forwarded to appropriate persons for approval/denial. Approval is required from the BOPP, unless offender is eligible for conditional release.
2. If Case Manager feels a PRC offender is not suitable for TLP, he/she will complete *ACCD 5.1.201(B) TLP Waiver Request* and must include comments/recommendation from a Probation & Parole PRC Liaison from the office in the community to which the offender will be released. *Waiver Request* is then submitted to the Contract Manager at correquests@mt.gov. Email subject line must read as follows: "Facility name: offender last name, first name, "Transitional Living."

Contract Manager will determine if offender receives waiver.

C. Offender Program Requirements:

1. An offender accepted into the program shall comply with recommended PRC program requirements and rules as applicable and court-ordered treatment requirements. Additionally, an offender shall:
 - verify a telephone is available at his/her proposed residence or there is an alternate phone arrangement approved by PRC personnel;
 - submit a list of persons residing at the residence; and
 - provide a proposed list of visitors.

The occupant and visitor listings will be reviewed and approved by the offender's Case Manager or designee. Other PRC residents will not be approved as visitors unless authorized by the PRC. Visitors under Probation & Parole Bureau (Bureau) supervision, or having extensive criminal histories, will not be approved to visit the offender unless authorized by the Bureau.

2. Offenders shall attend an orientation to the program conducted by their Case Manager or designee. At a minimum, the following conditions will be addressed:
 - a. Dogs will not be allowed at the place of residence without prior approval;
 - b. Prescribed medication shall be reported;
 - c. 24-hour weekly schedules will be submitted and changes will require approval;

- d. Urinalysis screening and breathalyzer testing will be conducted at a minimum of one time weekly. Additional screening may be conducted at the discretion of the Case Manager or designee. Positive screenings will result in disciplinary action and constitute a higher level of custody;
- e. Random residence searches will be conducted;
- f. Special program conditions may be instituted;
- g. Police scanners or similar type of equipment, and police broadcasts will not be allowed at the place of residence;
- h. Face-to-face contact will be required daily with the Case Manager or designee;
- i. Full-time employment and/or educational programming will be maintained and verification will be required. When unemployed, the offender will meet with the PRC's Job Development Coordinator or appropriate staff person as scheduled by his or her counselor or designee;
- j. Court-ordered conditions will be met;
- k. Financial budget planning will remain under the control of the PRC;
- l. Telephone contact with the Case Manager or designee will occur as scheduled; and
- m. Community service work may be required.

D. Supervision of Program Participants:

1. The Case Manager or designee will meet face-to-face with the offender a minimum of one time daily to provide support and guidance.
2. Collateral contacts (offender's employer, community treatment provider, community service employer, etc.) should be conducted weekly. These may be done randomly and at the discretion of the Case Manager or designee.
3. Spot checks (i.e. verifying offender is where he/she is supposed to be while on agenda) will be conducted by telephone and in person.
4. A minimum of one residence telephone/electronic monitoring check will be conducted in every 24-hour period.
5. Local law enforcement will be notified of the offender's participation in the program if required by Montana statutes.
6. Treatment agencies will be contacted as necessary and enlisted to support the offender to the extent possible and advisable.
7. Pursuant to *P&P 60-6 DUI Offender and Offender with Restricted Driving Privileges/ Authorization to Drive*, felony DUI offenders will not be allowed to operate a motor vehicle under any circumstances while participating in the program.

IV. CLOSING:

Questions concerning this policy should be directed to the Prerelease Facility or Treatment Facility Contract Manager.

Forms

- ACCD 5.1.201(A) TLP Request for Placement
ACCD 5.1.201(B) TLP Waiver Request