



ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 5.1.400	Subject: CULINARY ARTS PROGRAM (CAP)
Reference: ACCD 5.1.101	Page 1 of 3
Effective Date: 05/01/09	Revision Dates: 05/05/14
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

I. DIVISION DIRECTIVE:

Passages, a correctional facility contracted with the Adult Community Corrections Division, will provide a culinary arts program within the facility to include treatment programs, food service training, college courses, employment skills and employment support.

II. DEFINITIONS:

Adult Community Corrections Division (ACCD) Contracted Facility – Includes Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment & 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 or DOC – The Montana Department of Corrections.

Inmate Worker – An inmate, who, upon approval of the ACCD, a screening committee and/or the Board of Pardons and Parole, has received a work assignment at an ACCD facility, resides at the facility and is compensated for the work. As a general rule, inmate workers are from secure facilities, but exceptions may occur and would require ACCD approval.

Treatment Facility Contract Manager – The Department of Correction’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:

The Culinary Arts Program (CAP) will provide food service training and employment support for up to 15 offenders referred from the Montana Women’s Prison. Program enrollees will receive classroom instruction, in-house food service experience, work release experience in the community, job placement assistance, and will complete a prerelease program during the last six (6) months of placement.

A. CAP Goals:

1. Provide appropriate offenders an extended period of job training, treatment and supervision in a community corrections setting;
2. Provide training and support to enable offenders to obtain employment in the food service industry at above minimum wage, in positions that offer an opportunity for advancement;

Procedure No.: 5.1.400	Chapter: Offender Programs	Page 2 of 3
Subject: CULINARY ARTS PROGRAM		

3. Provide reliable, well trained workers for local restaurants, banquet facilities, bakeries and other food related industries; and
4. Maximize the use of community resources and community involvement in support of program participants.

B. Selection and Screening:

1. Eligible offenders from Montana Women's Prison will be those offenders within 18 to 24 months of release eligibility.
2. Applicants are required to fill out an application and must express a specific interest in working in the food service industry.
3. Prior approval of offenders selected for CAP must be obtained from the Treatment Facility Contract Manager and Facilities Program Bureau Chief utilizing *ACCD 5.1.102(D) Pre-Authorized Extended Stay Request Form*.
4. All applicants will be reviewed by both the Institutional Screening Committee and Local Screening Committee that currently govern placements in the Passages Program.
 - a. Issues of suitability, public safety, and conduct will be addressed during this process.
 - b. A majority vote in favor of placement from each committee must be obtained.
 - c. A Board of Pardons and Parole endorsement must be obtained.
5. After completing the first six (6) months of the program, all applicants must meet the eligibility requirements of *ACCD 5.1.101 Inmate Workers* and complete the inmate worker application procedures.

C. CAP Program:

1. The basic program will be based on an 18 month length of stay with the first six (6) months as a Culinary Arts Student, followed by six (6) months as a Culinary Arts Inmate Worker and the last six (6) months transitioning to resident status at the prerelease center.
2. Enrollees must be supervised at all times, will not leave the facility unless supervised, and will spend non-work hours on the closed ADT unit.
3. The program will consist of four modules: Orientation, Basic Competency, Management and Community Experience, and Prerelease.

- D.** The 15 inmate worker slots for CAP are not included in the seven percent of total contracted beds authorized for inmate workers. The 15 CAP inmate workers will be included in the 164 total bed count for DOC offenders within the Passages programs.

IV. CLOSING:

Questions regarding this procedure should be directed to the Facility Administrator or Treatment Facility Contract Manager.

Procedure No.: 5.1.400	Chapter: Offender Programs	Page 3 of 3
Subject: CULINARY ARTS PROGRAM		

V. FORMS:

Passages	CAP Application
ACCD 5.1.101 (A)	Inmate Worker Request Form
ACCD 5.1.101 (B)	Inmate Worker Medical Information
ACCD 5.1.101 (C)	Work Position Agreement
ACCD 4.1.100 (D)	Approval of Offender Placement with Prior Escape(s)
ACCD 5.1.102 (D)	Pre-Authorized Extended Stay Request Form
ACCD 5.1.103 (A)	Offender Travel Request Form