



## ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 1.1.200	Subject: <b>PROCEDURE MANAGEMENT SYSTEM</b>
Reference: DOC 1.1.2; DOC 1.1.3; 2-6-102, MCA; 2-15-112, MCA; 53-1-203, MCA; 53-30-302, MCA	Page 1 of 4
Effective Date: 06/06/11	Revision Dates: 07/20/12
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

**This procedure is referenced as *ACCD 1.1.200 Policy Management System* in Section 1.X. Standard Contract Terms; Policy and Procedures Changes and Reference List, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Connections Corrections Program (CCP), Elkhorn, Nexus, START, and WATCH Contract.**

### I. DIVISION DIRECTIVE:

The Adult Community Corrections Division will develop a standard operating procedures manual which outlines and identifies applicable policies, procedures and protocol related to the duties and responsibilities of Division employees and programs/facilities. The manual will be implemented upon mutual agreement between the Department of Corrections and contracted programs/facilities.

### II. DEFINITIONS:

ACCD-Adult Community Corrections Division Program/Facility – The Division includes the Adult Interstate Bureau, Missoula Assessment and Sanction Center (MASC), Treasure State Correctional Training Center (TSCTC) and the Probation and Parole Bureau which provides the following programs and facilities: Day Reporting Program (DRP), Intensive Supervision Programs (ISP), and Enhanced Supervision Program (ESP). Contract facilities include 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 – The Montana Department of Corrections.

Effective Date – The original date of procedure implementation. A revision date supersedes the original effective date.

Facility Contractor – Corporation/organization which provides contracted adult services to the Department of Corrections (Department) through ACCD programs. Includes Community, Counseling, and Correctional Services, Inc., Alternatives, Inc., Great Falls Prerelease Services, Inc., Boyd Andrew Community Services, Missoula Correctional Services, Inc. and Missoula County.

Management – ACCD employees with management or supervisory responsibilities and duties including, but not limited to, the ACCD Administrator, Probation & Parole Bureau Chief, Facility Programs Bureau Chief, and Deputy Compact Administrator.

Policy – For the purposes of this procedure, a Department, Montana Operations Manual (MOM) or other state agency policy.

Procedure Manual – An electronic or hard copy manual containing directives or procedures that direct the operations of the ACCD.

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Revision Date – The date a policy/procedure was officially revised. The revision date indicates the effective date of changes in policy/procedure. A revised policy/procedure supersedes all previous versions.

SOP-Standard Operating Procedure (procedure) – An internal ACCD document written in compliance with Department policies, Montana statutes, Administrative Rules of Montana, standards, court rulings, or other governing entities, providing direction on implementing a policy, required action or program.

### III. PROCEDURES:

#### A. Adult Community Corrections Division SOP Manual

The ACCD Administrator will maintain a hard copy of the Division’s SOP manual. These SOPs specifically address how operational aspects of the Division are implemented. All procedures will be made available electronically to Department employees on its intranet website. All unrestricted procedures will be available to ACCD programs/facilities, facility contractors and the public on the Department’s website.

##### 1. Organization

The ACCD SOP manual will be divided into chapters by topic. The title and numbering system used will be consistent with Department policies.

##### 2. Restricted Procedures

To ensure the safety and security of ACCD programs/facilities, some procedures may be designated as restricted from general procedure distribution. These procedures must include “RD” in red print immediately following the procedure number.

At no time may offenders or the general public be given access to restricted procedures. The ACCD will establish a list for the distribution of these procedures and further distribution shall be on a need-to-know basis.

If printed, all pages must be clearly marked by watermark as restricted and retained in a secure location.

#### B. Annual SOP Review

The ACCD Administrator shall be responsible for ensuring annual reviews of procedures are completed in compliance with Department policy. Procedures may be reviewed by staff at any time as directed by the Administrator.

The Department’s Compliance Monitoring Unit will periodically monitor operational procedures to ensure compliance with Department policy.

#### C. SOP Comment

Comments or questions regarding the applicability or utility of a policy/procedure/form may be submitted to the ACCD Administrator or designee at any time using *ACCD 1.1.200(A) Policy/Procedure/Form Comment*.

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#### D. Progression of New/Revised SOP

1. Until a specific SOP is developed for a specific contract item or area, the facility contractor and facility staff will follow the previously established contract language, policy or procedure for operating and compliance monitoring purposes. Once the new SOP has been developed, reviewed, and agreed upon, the previous contract language, policy or procedure will be null and void.
2. ACCD management will notify facility contractors whenever administrative rule changes or policy/procedure changes have been proposed or considered which could affect facilities' financial operations or the intent of the contract between the Department and contractors. These proposals will be discussed, and appropriate changes to the contract may be negotiated prior to the implementation of the rule or policy/procedure. Facility contractors will comply with rule and/or policy/procedure changes.
3. The proposed/revised procedure is written utilizing the Department procedure format and submitted by the procedure author to ACCD management. Forms will contain the associated procedure reference number and effective/revision date at the bottom.
4. Revision of a procedure will result in the entire procedure being reissued, reflecting the revision date. Revision of a form associated with a procedure will not necessitate reissuing the procedure. Any preceding procedure or form, related instruction, letter, directive, or memorandum covering the same content is thereby rescinded. **No form may be revised by a program or facility.**
5. The ACCD Administrator will determine which individuals will conduct a review of the proposed/revised procedure and distribute it accordingly. This will include ACCD staff, Legal Services Unit, contracted facility staff, and subject matter experts within the Department. These persons will have 20 business days to review the procedure and provide comment. The proposed procedure may be distributed to select employees for review and comment within the time period. An extension may be granted by the ACCD Administrator.
6. When the review and editing process is completed, the final procedure is reviewed, signed and distributed within 10 days by the ACCD Administrator or designee. Procedures which have been revised can be discarded by all manual holders except those originals maintained in the Helena Central Office.
7. Rescission of any ACCD procedure or form shall be accomplished by use of *ACCD 1.1.200(B) Notice of Rescission.*

#### E. New Employee Orientation

New employees to ACCD and its program/facilities will either review or be provided training on SOPs and forms appropriate for their duties within 30 calendar days of employment. Orientation will include familiarizing new employees with the location of, and methods of access to, Department policies and ACCD procedures. Management will provide or arrange policy, procedure or form training based on the employee's position, duties and responsibilities.

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## F. Policy/Procedure Reference List

1. Facility contractor shall comply with all requirements of the following Department policies and correlating ACCD standard operating procedures:
  - a. *DOC 1.1.6 Priority Incident Reporting & Acting Director System*
  - b. *DOC 1.2.6 Offender Financial Transactions*
  - c. *DOC 1.2.10 Commissary/Canteen*
  - d. *DOC 1.2.12 Adult Offender Welfare Accounts*
  - e. *DOC 1.3.14 Prison Rape Elimination Act of 2003 (PREA)*
  - f. *DOC 1.5.4 Transfer of Records*
  - g. *DOC 1.5.5 Offender Records Management, Access, & Release*
  - h. *DOC 1.5.13 DNA Testing/Collection of Biological Samples*
  - i. *DOC 1.7.3 Data Quality*
  - j. *DOC 1.7.6 Unlawful Use of Computers*
  - k. *DOC 1.7.7 Computer Security*
  - l. *DOC 1.7.9 Acceptable Use of IT Resources*
  - m. *DOC 3.1.8 Use of Force and Restraints*
  - n. *DOC 3.1.11 Offender Movement Control*
  - o. *DOC 3.1.17 Searches and Contraband Control*
  - p. *DOC 3.1.20 Offender Drug Testing Program*
  - q. *DOC 3.3.3 Offender Grievance Program*
  - r. *DOC 4.3.2 Menu Planning*
  - s. *DOC 4.5.9 Continuous Quality Improvement Program*
  - t. *DOC 4.5.10 Level of Therapeutic Care*
  - u. *DOC 4.5.28 Services for Offenders with Mental Illness*
  - v. *DOC 4.5.31 Informed Consent*
  - w. *DOC 4.5.33 Offender Medical Emergency Notifications*
  - x. *DOC 4.5.34 Offender Death*
  - y. *DOC 5.6.1 Religious Programs*
  
2. Facility contractor shall comply with the following Probation & Parole Bureau standard operating procedures:
  - a. *P&P 40-2 Offender Informants*
  - b. *P&P 40-3 Field File Organization & Case Record Management*
  - c. *P&P 60-6 DUI Offender and Offender with Restricted Driving Privileges/Authorization to Drive*
  - d. *P&P 120-1 Parole Placement and Investigation Procedures*
  - e. *P&P 130-1 Interstate Commission Transfers*
  - f. *P&P 140-1 Adult Offender Discipline & Disciplinary Hearings*
  - g. *P&P 150-6 Conditional Release of DOC Offenders*

## IV. CLOSING:

Questions regarding this procedure shall be directed to the ACCD Administrator or designee.

### Forms

ACCD 1.1.200(A)      Policy/Procedure/Form Comment  
ACCD 1.1.200(B)      Notice of Rescission