



**ADULT COMMUNITY CORRECTIONS DIVISION  
STANDARD OPERATING PROCEDURES**

|  |   |
|--|---|
| Procedure No.: ACCD 1.2.300                          | Subject: <b>INSTITUTIONAL/NON-INSTITUTIONAL</b> |
| Reference:   | Page 1 of 2                                     |
| Effective Date: 12/27/13                             | Revision Dates:                                 |
| Signature / Title: /s/ Pam Bunke, ACCD Administrator |   |

**I. DIVISION DIRECTIVE:**

Prerelease Centers contracted with the Adult Community Corrections Division will follow established procedures in maintaining resident population.

**II. DEFINITIONS:**

ACCD-Adult Community Corrections Division 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.

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.

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 contract treatment facilities: START, CCP, Passages, Elkhorn, Nexus, and WATCH.

**III. PROCEDURES:**

Each prerelease center (PRC) will categorize institutional and non-institutional offenders to maintain a male population of 50% institutional, based on the 95% occupancy rate of total male contracted beds.

**A. Institutional Setting** – Offenders entering a prerelease center from the following correctional facilities:

1. Montana State Prison/Montana Women’s Prison
2. Cascade County Detention Center/Cascade County Regional Detention Center
3. Dawson County Correctional Facility
4. Crossroads Correctional Center

|  |  |             |
|--|--|-------------|
| Procedure No.: 1.2.300                   | Chapter: Administration and Management | Page 2 of 2 |
| Subject: INSTITUTIONAL/NON-INSTITUTIONAL |  |             |

5. START: Offenders that the PRC screening committee screens and accepts out of START that were a revocation from another PRC or the community. If a PRC resident that was originally received at the PRC as an institutional placement is sanctioned to START, he will remain as an institutional placement upon his return.
6. MASC: Offender considered an institutional placement from MASC are those offenders from a PRC who are sanctioned to MASC, revocations will go to START, and were originally received at a PRC as an institutional placement and will remain institutional upon return.
7. CCP: Offenders that were in an institutional setting immediately prior to placement at CCP.
8. TSCTC: Offenders that were in prison immediately prior to placement at TSCTC.
9. NEXUS: Only those offenders that were in an institutional setting immediately prior to placement at NEXUS.
10. A Department-approved “overflow” unit in an institution where offenders reside for more than six (6) months prior to entering a PRC.

**B. Non-Institutional Setting** – Offenders entering a prerelease center under the following circumstances:

1. MASC: All DOC commits referred from MASC to a new community placement. Also includes those offenders referred from a PRC as a sanction and who are returning to a PRC that were originally received as a non-institutional referral.
2. CCP: Those cases where the offender was referred to CCP directly from the community or a non-institutional setting.
3. TSCTC: Those cases where the offender was referred to TSCTC directly from the community or a non-institutional setting.
4. START: If an offender from a PRC is sanctioned to START and was originally received at a PRC as a non-institutional offender, they will remain non-institutional upon their return.
5. Parole or Conditional Release: Revocations being placed directly from the community.
6. DOC Commits: Those cases where the offender was placed in a PRC directly from the community.
7. WATCH: All referrals regardless of their prior placement.
8. NEXUS: Those cases where the offender was referred to NEXUS directly from the community or a non-institutional setting.

**IV. CLOSING:**

Questions regarding this procedure should be directed to the appropriate Contract Manager.