



**ADULT COMMUNITY CORRECTIONS DIVISION  
STANDARD OPERATING PROCEDURES**

Procedure No.: ACCD 1.3.400	Subject: <b>STAFF RECRUITMENT, SELECTION AND LICENSURE/CERTIFICATION</b>
Reference: <a href="#">DOC 1.3.4; 53-1-203, MCA</a>	Page 1 of 2
Effective Date: 12/27/13	Revision Dates: 08/28/14
Signature / Title: /s/ Kelly Speer, Acting ACCD Administrator	

**I. DIVISION DIRECTIVE:**

The facilities contracted with the Adult Community Corrections Division will follow applicable state and federal statutes, Administrative Rules of Montana, and nondiscriminatory policies and procedures for employee selection to ensure the employment of the best available applicants.

**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 ACCD contracted facility will fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973, and Public Law 108-79 Prison Rape Elimination Act. Any subletting or subcontracting by a facility subjects subcontractors to the same provision.

In accordance with §49-3-207, MCA, the hiring of staff will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin.

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- A. Each facility will hire all program and support staff. It is the responsibility of the facility to hire and to retain an adequate number of fully qualified, licensed and/or certified staff at all times in order to ensure that the facility's program is never disrupted or compromised due to employees' absences from work or because of vacant positions.
- B. The facility must be capable of providing sufficient, experienced personnel to meet the requirements specified in the contract with the Department.
- C. All Licensed Addiction Counselors (LAC) providing services for the facility must be licensed and certified, or eligible for certification, through the Montana Department of Labor and Industry.
  - 1. Permanent program employment shall be contingent on counselors being licensed and certified within the first 24 months of employment.
  - 2. The supervisor counselor must be licensed and certified at the time of employment.
- D. All Case Managers must have a baccalaureate degree or, if approved by the Department, the equivalent of formal training and work-related experience in behavioral sciences.
- E. Facilities must ensure all areas of responsibilities relating to hiring requirements, recruitment and hiring of vacant and critical positions, and position descriptions are addressed. Areas of responsibilities include:
  - 1. background investigations;
  - 2. fingerprinting (as determined by the position); and
  - 3. licensure, registration, and/or certification; as applicable and as required by state law (i.e., LAC, RN).
- F. Pursuant to *ACCD 1.6.300 Contractor Reports*, each facility will submit written personnel procedures to [coraccdreports@mt.gov](mailto:coraccdreports@mt.gov) annually by July 31<sup>st</sup>.

**G. CLOSING:**

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