



**ADULT COMMUNITY CORRECTIONS DIVISION  
STANDARD OPERATING PROCEDURES**

Procedure No.: ACCD 1.3.401	Subject: <b>STAFFING PLANS/PATTERNS</b>
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Effective Date: 12/27/13	Revision Dates: 07/17/14
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

**I. DIVISION DIRECTIVE:**

The facilities contracted with the Adult Community Corrections Division will follow established staffing procedures to promote public safety and ensure offender accountability.

**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 Programs – The programs of CCP, Passages ADT, Elkhorn, NEXUS and WATCH.

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:**

The staffing of each ACCD facility must be adequate to meet safety and program needs and will be established in agreement with the Department and in accordance with this procedure.

- A. All facilities will maintain sufficient staff to deliver the services required by its program, including a minimum of two (2) staff persons on the premises at all times to supervise activities.

When both males and females are housed in the Facility, at least one male and one female staff member are on duty at all times.

- B. Facilities will develop and maintain an emergency plan that addresses staffing during sick outs, strikes, and work stoppages.

Local law enforcement personnel and the Prerelease Facility or Treatment Facility Contract Manager (Contract Manager) or designee will be notified as soon as possible once it becomes

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apparent that the facility may become or, actually becomes, subject to a sick out, strike, or work stoppage.

- C. Pursuant to *ACCD 1.6.300 Contractor Reports*, facilities will annually submit a staffing pattern (Staff Assignment Schedule) to [coraccdreports@mt.gov](mailto:coraccdreports@mt.gov) by July 31<sup>st</sup> that demonstrates an adequate number of staff to ensure supervision for the custody, control, and safety of offenders in the program. The Staff Assignment Schedule will include 24-hour supervision, as well as adequate, qualified staff to provide all required services. Position descriptions for each position will be designated on the Staff Assignment Schedule.
- D. Each treatment program will submit a separate staffing plan based on the Modified Therapeutic Community modality.

#### **IV. CLOSING:**

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