



## ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

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| Procedure No.: ACCD 1.3.402                          | Subject: <b>BACKGROUND INVESTIGATIONS</b> |
| Reference: DOC 1.3.4                                 | Page 1 of 1                               |
| Effective Date: 12/27/13                             | Revision Dates:                           |
| Signature / Title: /s/ Pam Bunke, ACCD Administrator |   |

### I. DIVISION DIRECTIVE:

The Adult Community Corrections Division enforces high standards of professional conduct through established procedures for employee hiring.

### 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:

ACCD contracted facilities will conduct and maintain the results of a criminal background investigation of each employee or subcontractor prior to employment.

A person with a felony record will not be employed by a facility without first receiving the Department's approval.

### IV. CLOSING:

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