



ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 1.4.100	Subject: STAFF TRAINING
Reference: DOC 1.4.1	Page 1 of 2
Effective Date: 12/27/13	Revision Dates: 07/17/14
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

I. DIVISION DIRECTIVE:

The staff of the Adult Community Corrections Division and its program/facilities will follow established procedures regarding staff training to ensure all employees have the skills necessary to maintain security, the humane treatment of offenders, and a common base of knowledge regarding the Division and the Department's mission, values, and expectations.

II. DEFINITIONS:

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

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:

A. ACCD Programs/Facilities

1. Treasure State Correctional Training Center staff will follow the policy and procedure of *DOC Policy 1.4.1, Staff Development and Training* and *CTC Operational Procedure 1.4.3, Training Standards*.
2. Probation & Parole Bureau staff will follow the procedures of *P&P 190-1 Training Standards, Requirements, Methods and Records*.

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B. ACCD Contract Facilities

1. ACCD contract facilities will develop a facility training plan that provides training to all staff at least semiannually. The plan must establish minimum training hours, topics and trainers to be used, and will be submitted for approval to the Prerelease Facility or Treatment Facility Contract Manager (Contract Manager).

2. Prison Rape Elimination Act (PREA)

The Department will provide PREA instructor training classes. Facilities will be required to send instructor candidates to the instructor PREA training program. Facilities will require applicable staff to attend the basic PREA training and such on-going annual training as may be required by law, the Department, and the facility's policy. First-line responders or staff who may be involved in incidents of sexual assault/rape or sexual misconduct will be required to attend specialized PREA training. The facilities will provide proof of compliance.

3. Prerelease Centers

PRCs will obtain the following types of training for appropriate program staff:

- a. Cognitive restructuring curriculum that focus on behavioral change and cognitive models that target criminogenic thinking;
- b. Gender and culture specific training, with particular emphasis on Native American culture; and
- c. Training to help staff increase their knowledge of how to approach more difficult clinical issues when working with offenders, such as special needs, mental health, medical and/or addiction.

4. Treatment Facilities

- a. All program staff must be cross-trained in the design of the Therapeutic Community Model (TC), including the goals, objectives, methods, materials, and procedures to be implemented.
- b. All staff will be trained as program component facilitators in the cognitive restructuring and interpersonal skills training models.
- c. Treatment facilities will obtain the following types of training for program staff:
 - i. TC methodology;
 - ii. Cognitive restructuring curriculum that focus on behavioral change and cognitive models that target criminogenic thinking;
 - iii. Gender and culture specific training, with particular emphasis on Native American culture; and
 - iv. Training to help staff increase their knowledge of how to approach more difficult clinical issues when working with offenders, such as special needs, mental health, medical and/or addiction.

IV. CLOSING:

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