



**ADULT COMMUNITY CORRECTIONS DIVISION
STANDARD OPERATING PROCEDURES**

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| Procedure No.: ACCD 2.1.200 | Subject: FACILITY CONDITIONS AND MAINTENANCE |
| Reference: | Page 1 of 3 |
| Effective Date: 01/16/14 | Revision Dates: |
| Signature / Title: /s/ Pam Bunke, ACCD Administrator | |

I. DIVISION DIRECTIVE:

The Adult Community Corrections Division’s contracted facilities will follow established procedures to provide a pleasant, safe, and healthful environment that contributes to the development of therapeutic relationships, as well as a full range of programs and social activities for all offenders.

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.

Facility – The fully equipped and furnished location of an ACCD program. Contract facilities are operated for the incarceration of offenders in accordance with the contract between ACCD and facility contractor. Facility includes all housing units, administrative offices, classrooms, hearing room, health services unit and all other structures of whatever kind including roads, fences, infrastructure, utility systems, etc.

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 facilities will be maintained and equipped to ensure the health and safety of offenders and provide them with reasonable protection against the danger of fire and smoke, injury attributable to the environment, electrical hazards, and the spread of disease and infection.

Physical health and safety features of each facility shall conform to requirements of local, state, or federal authorities having jurisdiction. Facilities will maintain a record of inspections made by authorities and a subsequent log of actions taken to correct violations or deficiencies. Plans shall be maintained identifying the steps and timetable for correction of non-conforming conditions.

A. Conditions

1. Offenders should be allowed to keep and display a reasonable number of personal belongings and will be encouraged to take responsibility for maintaining their living quarters. Such

responsibilities shall be clearly defined in writing and provided at orientation. There will be documentation that these responsibilities do not constitute full-time, reimbursable work, but are an integral part of the therapeutic treatment.

2. It is expected that the facilities will utilize offenders to perform housekeeping duties, janitorial services, laundry duties, and grounds maintenance under the concept of “therapeutic tasks” for treatment and chores for prerelease centers and other programs.
3. All staff and offender furniture, furnishings, and equipment (i.e. desks, tables, chairs, couches, bookshelves, dishes, silverware, etc.) shall be provided by the facility and be sufficient to accommodate all offenders. Furniture, furnishings, and equipment shall be comfortable and maintained in clean condition and in good repair. All areas and surfaces shall be free of undesirable odors.
4. Subject to reasonable restrictions set forth in written policies and procedures of the Facilities, offenders will be provided with the following:
 - a. Semi-private toilet and bathing facilities;
 - b. Well-ventilated, un-crowded living space in single or multiple-occupancy rooms. The number of offenders should not exceed the facility’s rated-bed capacity;
 - c. Adequate space to store clothing and personal property, including lockable space; and
 - d. Furnished areas that provide for conversations with family, friends or therapists or where the offender may be alone; and a full range of social activities for all offenders, from two-person conversations to group activities.
5. Facilities will regulate the use and location of noise-producing equipment and appliances, such as televisions, radios, or other audio or video players to avoid interference with therapeutic activities of the program or offender privacy.
6. In all ACCD facilities except for prerelease centers, the Department will be provided with sufficient space at the facilities for at least one Department staff position (i.e. Contract Monitor or Institutional Probation and Parole Officer [IPPO]). The Department will provide office furnishings and telecommunications equipment for this position. The facility shall insure that the office space has high speed internet connectivity/interface available for Department staff use. Maintenance and cleaning of these offices will be the responsibility of the Department. Utility costs and other indirect costs will be the facility’s responsibility.

B. Maintenance

This section is applicable only to WATCh/Connections Corrections West Programs in the Dr. Xanthopoulos building at Warm Springs and the WATCh East Program on the Eastmont Campus in Glendive.

1. Major Maintenance:

“Major” shall be reasonably defined as repairs that would not normally be performed by a general maintenance position and requires professionally licensed personnel to repair, replace, and/or install materials necessary to make the repair (i.e., boiler replacement, fire/security alarm panel repair, etc.). Major repairs will be reported to and approved by the Treatment Facility Contract Manager prior to being completed.

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- a. The Department will be responsible for major repair, replacement, and maintenance of the Dr. Xanthopoulos Building as governed by the Memorandum of Understanding between the Department of Public Health and Human Services and the DOC.
- b. The Department will be responsible for major repair, replacement, and maintenance of the Eastmont facility.
- c. Community, Counseling, and Correctional Services, Inc. will be responsible for major repair, replacement, and maintenance of the Connections Corrections Butte facility.

2. Minor Maintenance:

“Minor” shall be reasonably defined as repairs that would normally be performed by a general maintenance position and does not require professionally licensed personnel to repair, replace, and/or install materials necessary to make the repair (i.e., plugged drains, switch/outlet repairs, door repairs, etc.).

- a. Community, Counseling, and Correctional Services, Inc. will be responsible for minor repair, replacement, and maintenance of the Dr. Xanthopoulos Building and the Connections Corrections Butte facility.
- b. Community, Counseling, and Correctional Services, Inc. will be responsible for minor repair, replacement, and maintenance of the Eastmont facility.

3. Utilities

Facilities shall be responsible for all utility costs. These utility costs shall include water, sewer, gas, and electricity. In addition, the facility shall be responsible for solid waste disposal and associated costs.

IV. CLOSING:

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