



ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 3.1.2100	Subject: OFFENDER COUNTS AND SUPERVISION
Reference: 53-1-203, MCA	Page 1 of 2
Effective Date: 05/15/14	Revision Dates: 08/28/14
Signature / Title: /s/ Kelly Speer, Acting ACCD Administrator	

I. DIVISION DIRECTIVE:

Adult Community Corrections Division facilities will maintain safe and secure facility operations through an offender accountability system that includes scheduled and unscheduled physical counts, accurate record keeping, and effective staff supervision.

II. DEFINITIONS:

ACCD-Adult Community Corrections Division Facility – Division facilities include the Missoula Assessment and Sanction Center (MASC); 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).

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. Treasure State Correctional Training Center (TSCTC)

TSCTC will follow the established procedures of *CTC Operational Procedure 3.1.21, Offender Count and Supervision*.

B. ACCD Contracted Facilities

1. ACCD contract facilities shall perform a minimum of three (3) official counts per day and random counts in a 24-hour period.
2. When requested, each facility will designate and provide a listing of on-site key personnel responsible for the effective exchange of information to the Prerelease Facility or Treatment Facility Contract Manager (Contract Manager).

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3. Daily Counts: All facilities will complete daily counts and submit the number of offenders at the facility to the MSP Count Office.
4. Daily Count Changes:
 - a. All facilities will complete a daily count change report to include:
 - i. offenders on leave to court;
 - ii. transfers from other facilities;
 - iii. transfers to other facility placements: PRC, TSCTC (Boot Camp), CCP, Passages ADT, NEXUS, Elkhorn, START/ASRC/MASC, MSP, MWP, MCDC
 - iv. discharges to probation, parole, or conditional release supervision; and
 - v. extended hospital stays.
 - b. The report shall include the name and DOC number of the offenders that were moved and the new total count.
 - c. The completed report shall be submitted on a daily basis to the MSP Records Office.
5. CCP Butte; CCP West; WATCH East; WATCH West; NEXUS: These facilities will complete daily operational reports which contain information including:
 - a. all temporary lock-up incidents,
 - b. severe and major disciplinary reports,
 - c. off-site medical transports,
 - d. use of force incidents,
 - e. administrative segregation placements,
 - f. offender on offender assaults,
 - g. offender on staff assaults,
 - h. contraband seizures

IV. CLOSING:

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