



ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 3.3.700	Subject: TELEPHONES
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Effective Date: 01/03/14	Revision Dates:
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

I. DIVISION DIRECTIVE:

The Adult Community Corrections Division facilities will follow established procedures when allowing offenders access to public telephones to maintain essential community and legal contacts. These procedures will be subject to limitations and restrictions necessary to ensure the security and order of the facility and to protect the public.

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).

Prerelease Facility Contract Manager – The Department of Correction’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 of Correction’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 will follow the procedures of *CTC Operational Procedure, 3.3.7 Offender Access to Telephones*.
- B. ACCD contract facilities must contract with a telephone service provider to provide coinless, collect telephone service to the offender population.

Each facility must submit the telephone service contract to the Prerelease Facility or Treatment Facility Contract Manager for its review and approval prior to acceptance.

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IV. CLOSING:

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