



## ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 3.3.800	Subject: <b>VISITATION</b>
Reference: DOC 3.3.8	Page 1 of 2
Effective Date: 01/03/14	Revision Dates:
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

### I. DIVISION DIRECTIVE:

The Adult Community Division facilities will follow established procedures when providing visiting privileges for offenders.

### 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).

Contact Visit – A visit in which the offender and visitor are permitted limited physical contact.

Department or DOC – The Montana Department of Corrections.

Non-Contact Visit – A visit in which the offender and visitor are separated by a physical barrier and, therefore, cannot have physical contact.

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. To encourage family ties and supportive relationships important to the stability of offenders, ACCD facilities must provide physical space, furniture, equipment and supervision for contact and non-contact visitation if applicable.
- B. Facilities will comply with the Department directives given in *DOC Policy 3.3.8, Offender Visiting*.

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C. Facilities may modify time limits and frequency.

**IV. CLOSING:**

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