



**ADULT COMMUNITY CORRECTIONS DIVISION
STANDARD OPERATING PROCEDURES**

Procedure No.: ACCD 3.5.100	Subject: SEX OFFENDER SERVICES
Reference: P&P 60-11; 46-18-207, MCA; 46-23-1010, MCA	Page 1 of 2
Effective Date: 04/01/14	Revision Dates:
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

I. DIVISION DIRECTIVE:

The Prerelease Centers contracted with the Adult Community Corrections Division to provide sexual offender services will follow established procedures in providing those services.

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 – The Montana Department of Corrections.

Eligible Sex Offender – Those offenders currently residing or participating in a prerelease center program for a sexual offense.

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.

III. PROCEDURES:

A. Alpha House PRC (Billings); Helena PRC; Great Falls Transition Center; and Missoula PRC

To assist in rehabilitation and transition to the community, the Department will pay the above prerelease centers an additional \$11.00 per sex offender per day to cover the cost of additional services provided to sex offenders to include, but not limited to:

1. Specialized case management;
2. Assistance with full or partial treatment costs;
3. Polygraph testing; and
4. GPS monitoring.

To receive the \$11.00, the facility must make a request in writing to the Prerelease Facility Contract Manger for each applicable sex offender. The written request must outline the specific services to be provided to the eligible sex offender and be submitted to and approved by the Contract Manager prior to payment being received.

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B. Butte PRC; and Gallatin County Re-entry Program (Bozeman)

The above PRCs must submit a written plan to the Prerelease Facility Contract Manager which outlines the facility's specific involvement in the placement of sex offenders in their local community.

This plan must be viable and assist the Department with the transition of sex offenders from secure settings to the local community.

C. Great Falls Transition Center (GFPRC)

The Department agrees to provide current polygraph test results prior to GFPRC screening of designated qualifying offenders referred from Montana State Prison or other contracted prison facilities. GFPRC agrees to screen tier-level I and tier-level II sex offenders for resident status that meet the following criteria:

1. Offender has resided in Cascade County for a period of one (1) year or more prior to their conviction;
2. Offender must have immediate family currently residing in Cascade County;
3. Offender must have a tier-level designation at the time of screening;
4. Offender must be pre-screened and approved by the local sex offender therapist, or their designee, who will oversee the offender's treatment while at GFPRC; and
5. Offender must be pre-screened and approved by the local Probation & Parole Bureau sex offender specialist.

IV. CLOSING:

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