



## ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 5.1.104	Subject: <b>OUTSTANDING WARRANTS FOR OFFENDERS IN ACCD PROGRAM/FACILITIES</b>
Reference:	Page 1 of 3
Effective Date: 05/20/14	Revision Dates:
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

**This procedure is referenced as ACCD 5.1.104 Warrants for Offenders in ACCD Programs/ Facilities in Section 3.D.1. Offender Management; Offender Misconduct & Removal from Facility; Detention, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Nexus, Connections Corrections Program (CCP), START, and WATCH Contract.**

### I. DIVISION DIRECTIVE:

The Adult Community Corrections Division programs/facilities will follow established procedures when an outstanding warrant is discovered for an offender under community supervision or placed in a facility or county jail.

### II. DEFINITIONS:

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility, or program operation and management.

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).

Case Manager – Employee at the ACCD facility who coordinates the offender's program, as well as holds the offender accountable for his/her actions and planning for his/her future.

Department – The Montana Department of Corrections.

IPPO-Institutional Probation & Parole Officer – A Probation & Parole Officer whose worksite is located in an ACCD facility or prison.

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.

Subject: OUTSTANDING WARRANTS FOR OFFENDERS IN ACCD PROGRAM/FACILITIES

PRC-Prerelease Liaison – The Probation & Parole Officer II or Regional Administrator assigned to a PRC to facilitate reentry of offenders from the PRC into the community. May also act as a Hearings Officer at the 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 contracted facilities: START, CCP, Passages, Elkhorn, NEXUS and WATCH.

### III. PROCEDURES:

#### A. Outstanding misdemeanor warrants discovered for an offender placed in an ACCD facility:

1. Case Manager assists the offender in contacting the court to resolve the warrant. If an appearance is required, a request for video conferencing may be made.
2. If offender is unable to have warrant resolved, Case Manager contacts the IPPO/PRC Liaison to facilitate the steps necessary to have the warrant resolved.
3. If a warrant is discovered from outside the county the offender is being held, the IPPO/PRC Liaison will make an effort to have the warrant resolved without the offender being transported to the county issuing the warrant. Montana State Prison (MSP) or Montana Women's Prison (MWP) Records will track any needed movement.
4. If warrant is not resolved and offender is placed in jail, IPPO will ensure receiving jail has received a completed *P&P 150-1(C) Initial Screening & Placement Warrant*.

#### B. Outstanding felony warrants discovered while an offender is under supervision by the Probation & Parole (P&P) Bureau:

1. The supervising P&P Officer will assist the offender in resolving the warrant.
2. If the felony warrant is extraditable, the offender may be placed in jail while resolution is attempted. If the warrant is not extraditable, the supervising P&P Officer will have the offender resolve the warrant by contacting the issuing court either by phone or in person while on a travel permit.
3. The procedures of *ACCD 4.6.200 Administrative Transfers and Voluntary Quits* or *ACCD 4.6.202 Override to Montana State Prison/Montana Women's Prison* will be followed if it is determined offender will be placed at MSP/MWP.

#### C. Outstanding felony warrants discovered while an offender is in an ACCD program/facility:

The Treatment Facility or Prerelease Facility Contract Manager (Contract Manager) will oversee the steps for resolution of the warrant.

1. Offender may remain in facility or be placed in jail or MSP/MWP while attempts are made to resolve the warrant.

Subject: OUTSTANDING WARRANTS FOR OFFENDERS IN ACCD PROGRAM/FACILITIES

2. The procedures of *ACCD 4.6.200 Administrative Transfers and Voluntary Quits* or *ACCD 4.6.202 Override to Montana State Prison/Montana Women's Prison* will be followed if it is determined offender will be placed at MSP/MWP.
3. IPPO will notify MSP Records and track case and determine placement options as warrant is resolved.

**D. Warrants discovered on an offender placed in county jail due to disciplinary issues while in an ACCD facility:**

1. County jail contacts facility administrator or offender's case manager. Facility administrator will contact Contract Manager who notifies MSP Records. MSP Records will track any needed movements.
2. Pursuant to disciplinary hearing, if the offender will be returning to the facility, the case manager and IPPO/PRC Liaison will facilitate the warrant being resolved. If the offender is going to a higher level of custody, the warrant will be resolved at that level.
3. If a warrant is discovered from outside the county the offender is being held, the IPPO/PRC Liaison will make an effort to have the warrant resolved without the offender being transported to the county issuing the warrant. MSP Records will track any needed movement.

**IV. CLOSING:**

Questions concerning this procedure should be directed to the Facility Administrator, Regional Administrator or Contract Manager.