



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure No.: PPD 4.1.100	Subject: SCREENINGS FOR ADULT OFFENDER PLACEMENT
Reference: 45-9-102, MCA; 46-18-201, MCA; 46-23-201, MCA; 46-23-1002, MCA; 46-23-1004, MCA; 46-23-1011, MCA; 46-23-1021, MCA; 53-1-203, MCA; 53-30-403, MCA; 61-8-731, MCA	Page 1 of 7
Effective Date: 03/29/16	Revised:
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

This procedure is referenced as *ACCD 4.1.100 Screenings for Incarcerated Adult Offenders* in Section 2.B. Program Requirements; Screening/Eligibility, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Connections Corrections Program (CCP), Elkhorn, Nexus, START, and WATCH Contract.

I. PURPOSE:

Employees of the Probation and Parole Division and its contracted facilities will follow established guidelines and procedures to determine appropriate placements of offenders in available programs for supervision, assessment, treatment, or sanction purposes.

II. DEFINITIONS:

Assessment Screening Committee – Facility staff at assessment and sanction centers who screen offenders to be referred to a PPD program/facility.

Contract Manager – The Department’s employee that acts as the liaison for services and monitors the contractual agreements between the Department and PPD contract treatment facilities and prerelease centers.

Hearings Officer – A Department employee who, as an impartial person, conducts Disciplinary, Preliminary “On-Site” and Intervention hearings.

Institutional Screening Committee – Committees established by the Department which convene at a prison to screen offenders referred to a PPD program/facility.

Local Screening Committee – A community-based team that screens offenders referred to a PPD program/facility by the institutional screening committee or the assessment screening staff.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, training, prerelease, and treatment services.

Prison – Montana State Prison (MSP), Montana Women’s Prison (MWP), Great Falls Regional Prison, Dawson County Correctional Facility, and Crossroads Correctional Center.

Review Status – Status of an inmate who was not granted parole from the BOPP, but whose case will be considered again in the future. Factors determining when the next BOPP review takes place include the programs the inmate must complete.

Procedure No.: 4.1.100	Chapter: Facility/Program Services	Page 2 of 7
Subject: SCREENINGS FOR ADULT OFFENDER PLACEMENT		

Secure Placement – A management decision to place an offender at a secure facility when it has been determined the offender is inappropriate for community placement for objective reasons to include discipline, long term mental health/medical needs and/or treatment, inability to place in alt-secure facilities, and risk to community.

III. PROCEDURES:

A. ELIGIBILITY REQUIREMENTS

1. The supervising Probation & Parole (P&P) Officer will staff the offender's case with a supervisor and then, when possible, the Officer should have an offender evaluated for the appropriate level of care prior to submitting an application to a PPD program/facility.
2. All screening packets, prior to sentencing or after, **MUST** be referred by Department staff (P&P, case managers, facility staff). Unless sentenced to a deferred, suspended, or Montana State Prison (MSP)/Montana Women's Prison (MWP) sentence, the Department or Board of Pardons and Parole determines placement for offenders. Applications will not be accepted from outside parties (attorney, court, or offender) without the mentioned referrals.
3. Requirements for all facilities:
 - a. If an offender has a medical or psychological condition, facility staff and the facility's screening coordinator will assess the offender to determine if his/her needs can be met in a community-based setting. The offender must be assessed as stable by a medical/mental health provider, regulated on prescribed medications prior to leaving, and transfer with a minimum 30-day medication supply if possible.
 - b. The referral source must secure verification that any detainers are resolved to the satisfaction of the state or contracted facilities and the PPD.
 - c. If an offender has an escape conviction within the past three (3) years, *PPD 4.1.100(E) Approval of Offender Placement with Prior Escapes* must be submitted to the PPD Administrator or designee for approval before submitting application materials for screening.
4. Requirements for prerelease centers (PRC):
 - a. Offenders will be physically and mentally capable of work, education, or vocational training. If they are unable to work due to a disability, i.e. a verified physical or mental handicap, and/or they are eligible for Veterans Administration Benefits, SSI, or Vocational Rehabilitation Services, they must have a realistic plan to subsidize their stay at the PPD facility. See *PPD 5.1.202 Financial Resources for Offenders* for possible additional funding assistance.
 - b. An offender recommended for treatment must consent to appropriate treatment in the facility or community and would be expected to pay for all community treatment costs. The offender must comply with current treatment requirements that may include placement on a waiting list before referral to appropriate groups.

B. PRE-SCREENING

1. Prior to sentencing or a hearing, pre-screening by the referring P&P Officer should occur in most cases. If the referring Officer is unable to determine the best placement for an offender and/or the offender needs an assessment, these cases should be staffed with a supervisor and may be referred as follows:
 - a. New male DOC commitments to MASC;

Procedure No.: 4.1.100	Chapter: Facility/Program Services	Page 3 of 7
Subject: SCREENINGS FOR ADULT OFFENDER PLACEMENT		

- b. Male revocations to START; or
- c. Female DOC commitments or revocations to Passages ASRC.

2. The application process outlined in Section F below will be followed for pre-screening and the P&P Officer will make recommendations based on screening results. Hearing Officers will check on space availability in the program prior to ordering the program as an intervention.

C. SCREENING FOR DIRECT PLACEMENT OF OFFENDER

- 1. Offenders who have just received a new DOC incarceration sentence, but who will not be placed at an assessment and sanction center will be directly referred by the supervising P&P offices to a local screening committee.
- 2. The local P&P office or a P&P Officer will directly refer offenders on probation, parole, or conditional release status who are being revoked and will be receiving a DOC sentence, but who will not be placed at an assessment and sanction center, to a local screening committee.
- 3. A secure placement to MSP or MWP may be determined necessary if an offender is found to be inappropriate for other placement (see *PPD 4.6.202 Override to Montana State Prison or Montana Women’s Prison*):
 - a. The RA/POII makes the determination for new DOC commitments; or
 - b. A Hearings Officer makes the determination for a parole or conditional release violator.

D. SCREENING FOR OFFENDERS FROM AN ASSESSMENT AND SANCTION CENTER

Offenders placed at an assessment and sanction center will go through the center’s assessment process prior to being seen by the receiving PPD program/facility’s local screening committee. The center will make appropriate referrals to the screening committee.

E. SCREENING FOR PRISON INMATES

- 1. Unit Screening
 - a. The unit management team, or case manager, will review applications to determine if offenders meet eligibility requirements for referral. The eligibility requirements must be met before the application is forwarded to the IPPO for further screening by the institutional screening committee.
 - b. The team will provide written notification to offenders who request PPD facility placement, but do not meet the eligibility requirements, listing one or more reasons for the denial on *PPD 4.1.100(B) PPD Facility Initial Screening Form*. Copies of the *Form* will be forwarded to the main file and the mini-file.
- 2. Institutional Screening Committee
 - a. Members of this committee will include a representative from the PPD, the Board of Pardons and Parole (BOPP), and the prison, which may include Contract Placement Bureau personnel from the prison. Substitute representatives are allowed if necessary.
 - b. The IPPO in each program/facility will prepare the necessary paperwork and make the appropriate arrangements for the committee. The committee will convene as necessary to consider referrals and determine the appropriateness of offenders for a minimum-security setting. They will consider such factors as:
 - i. criminal offense
 - ii. criminal history
 - iii. length of sentence
 - iv. existing medical/mental health needs
 - v. community supervision history
 - vi. treatment completion/recommendations

Procedure No.: 4.1.100	Chapter: Facility/Program Services	Page 4 of 7
Subject: SCREENINGS FOR ADULT OFFENDER PLACEMENT		

- vii. escape history
- viii. victim impact
- ix. institutional behavior
- x. previous conduct at a PPD program

c. Offender referrals receiving majority support by the committee will be forwarded to local screening committees by the IPPO; however, offenders receiving majority support, but BOPP dissents, are not guaranteed a parole out of the PRC or other community facility. Staff at the BOPP may be contacted by local screening committees for more information.

3. Eligibility Requirements for BOPP Cases

- a. The offender must be within 13 months of parole eligibility or discharge to be considered for PRC placement. The institutional or local screening committee may require certain offenders to enter a PRC on an extended stay status as a condition of the approval, however, the PRC must receive written approval from the PPD prior to an offender's extended stay placement by completing and submitting *PPD 5.1.102(D) Pre-Authorized Extended Stay Request Form*. Extended stay cases are approved on an as-needed basis.
- b. BOPP endorsement for PRC placement:
 - i. All applicants who have a BOPP endorsement for PRC placement and meet screening criteria will be automatically referred to the local screening committee when:
 - 1) the offender appeared before the BOPP and was placed on review status. BOPP also endorsed PRC placement with option of requesting reappearances after an appropriate period of PRC residency.
 - 2) the offender appeared before the BOPP that decided PRC was appropriate upon completion of programming and/or clear conduct and placed offender on review status with PRC endorsement, but did not specify the offender could request an early return.
 - 3) the BOPP granted an offender the privilege of parole contingent upon completion of PRC program.
 - ii. If an offender has appeared before the BOPP and received a disposition that does not support PRC placement, he/she will not be eligible for PRC screening.
 - iii. An offender who has been placed on annual review by the BOPP is not considered to have a PRC endorsement and will not be eligible for screening. However, if an offender has completed recommended programming, the case manager or unit manager may request reappearances before the BOPP on behalf of the offender for an endorsement, unless the BOPP has specifically stated "no early consideration." If an endorsement is granted, the offender can then apply for local screening.
- c. An offender previously screened for PRC placement and denied by all centers may not reapply for four (4) months following the last denial received. This time limit may be waived if new information is received, e.g., notice of treatment completion.
- d. If an offender has been passed to discharge by the BOPP, he/she may still be eligible for PRC screening and placement. This offender must discharge his/her sentence from the PRC and would not be eligible for placement prior to the 200 day timeframe unless *PPD 5.1.102(D) Pre-Authorized Extended Stay Request Form* has been completed and approved by the Contract Manager.
- e. The offender must be within 13 months of parole eligibility or discharge to be considered for placement at WATCH, Passages ADT, or Connections Corrections Program.
- f. The offender must be within 18-24 months of parole eligibility or discharge to be considered for placement at Elkhorn, Nexus, or the Passages Culinary Arts Program.

Procedure No.: 4.1.100	Chapter: Facility/Program Services	Page 5 of 7
Subject: SCREENINGS FOR ADULT OFFENDER PLACEMENT		

- g. Pursuant to the Administrative Rules of Montana, before applying for placement, the offender must have clear conduct as follows:
 - i. A.R.M. 20.25.305(5) ELIGIBILITY: Unless a hearing panel otherwise orders, before an offender in a community-based program appears before the board, the offender must have at least 90 days free of severe (Class 100) or major (Class 200) disciplinary violations. An offender in a secure facility must have 120 days free of major disciplinary violations.
 - ii. A.R.M. 20.25.701(1) RELEASE: The board, through its staff, may delay a release that has been granted and not scheduled for rescission, up to 120 days as a result of improper conduct or new evidence or information. The staff shall notify the board of any delay and reason for it.

F. APPLICATION PROCESS

1. All PPD program/facility placements are voluntary, and the referring source will inform the offender of the program requirements. To initiate the application process, the person referring an offender will complete *PPD 4.1.100(B) PPD Application Evaluation Form* and *PPD 4.1.100(D) Probation and Parole Division Program Referral*, with the offender completing *PPD 4.1.100(A) Application for PPD Facility*.
2. The application materials will include the following:
 - a. Current MORRA/WRNA assessment completed upon sentencing;
 - b. Pre-sentence investigation/Post-sentence investigation;
 - c. Psychological (Psychosexual) or existing sexual offender reports/evaluations (if available);
 - d. Psychiatric report if available/Medication recommendations;
 - e. Chemical dependency reports/Evaluations;
 - f. Local victim information that affects placement;
 - g. Information, Judgments and Sentence Review Decisions;
 - h. Initial BOPP Report and most recent BOPP Disposition;
 - i. Verification of Commitment (if judgment is not available)
 - j. Report of Violation;
 - k. Most recent Parole Report or *PPD 4.1.100(F) Progress/Summary Report*;
 - l. Basic Information Sheet;
 - m. Initial Classification Summary and Report;
 - n. Summary of offender's institutional conduct; and
 - o. All appropriate releases for confidential information.
3. An offender may not be transferred to a PPD facility until notice of acceptance has been received from the accepting facility.
4. If an offender approved for PRC is moved to MASC or Passages ASRC for evaluation and/or placement and cannot afford transportation costs, *PPD 4.1.100(J) Offender Prepaid Bus Ticket Agreement* is completed and signed by offender, who may be required to repay the cost of the ticket. Copy of *Agreement* is faxed to DOC Central Office at (406) 444-9819 and copy is given to offender. Original is placed in offender's file until payment is received (by money order with offender name and DOC #). Payment and original is sent to Accounting Bureau, DOC Central Office, P.O. Box 2013001, Helena, MT 59620.

Procedure No.: 4.1.100	Chapter: Facility/Program Services	Page 6 of 7
Subject: SCREENINGS FOR ADULT OFFENDER PLACEMENT		

G. LOCAL SCREENING COMMITTEE

1. Local screening committees will consider and accept or deny referrals within 10 working days of receipt or upon an established schedule as approved by the Contract Manager. When a screening date will be delayed, the committee will notify the Contract Manager by email and provide the reason for the delay.
2. Placement of an offender is determined by the Department or BOPP. The local screening committee may recommend conditions of acceptance to the referral source that include additional programs (i.e., TSCTC or CCP/ADT prior to PRC). If a recommendation is made, the screening report will indicate that the offender has been placed on a “hold” or “pending” status. The Department or BOPP must agree to the recommendation prior to acceptance. In the event the recommendation is not accepted, the local screening committee may deny the offender, giving the reasons for the denial.
3. The committee may deny an offender admission only for the following reasons:
 - a. The offender presents an unacceptable level of risk for future criminal activity in the community (must specifically note what these are);
 - b. The offender presents an unacceptable level of risk of harm to other facility offenders, staff, or self (must specifically note what these are);
 - c. The offender presents an unacceptable level of risk of escape/walk-away;
 - d. The offender cannot fulfill the program obligations. The committee and facility may not discriminate against an offender on the basis of the offender’s mental or medical condition, but may deny admission to an offender who due to one of these conditions, cannot fulfill program objectives with reasonable accommodations or “special needs” assistance from the Department (must specifically note what these are);
 - e. The offender has insufficient time remaining on his/her sentence to complete the program;
 - f. The offender has committed a sexual or violent offense in the community in which the facility is located and where his/her victim resides;
 - g. The file material submitted was incomplete (note specifically what is missing); or
 - h. Other penological reasons (must specifically note what these are).
4. An offender may choose a specific PRC as a first choice if he/she has a justifiable and verifiable reason, and the application materials will be submitted to that PRC. If a PRC referral is denied, it will be forwarded to the next PRC in accordance with the following rotation schedule:

Males: (1) Butte (2) Helena (3) Great Falls (4) Billings (5) Missoula (6) Bozeman	Females: (1) Butte (2) Great Falls (3) Billings (4) Missoula
---	--
5. At each screening meeting, the committee must discuss each offender referral and report the results to the Contract Manager. The facility will submit a report by email at coraccdreports@mt.gov within three (3) business days after the screening committee meets, with the email subject line as follows: Facility, Report name, Date (ex., Nexus Screening Report 7-27-2015). The report must outline all offenders screened and indicate for each one:
 - a. date packet was received;

Procedure No.: 4.1.100	Chapter: Facility/Program Services	Page 7 of 7
Subject: SCREENINGS FOR ADULT OFFENDER PLACEMENT		

- b. the referral source;
 - c. whether offender was accepted or denied;
 - d. if denied, the reasons for the denial; and
 - e. if applicable, the reason the screening meeting was delayed.
6. The Department will release non-confidential information pertinent to the committee's consideration of an offender for admission.
 7. The Department will obtain all necessary releases of information and provide it to the facility.
 8. The facility will arrange an annual meeting between the screening committee members and Department staff.

IV. CLOSING:

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

V. FORMS:

- PPD 4.1.100 (A) Application for PPD Facility
- PPD 4.1.100 (B) PPD Application Evaluation Form
- PPD 4.1.100 (C) PPD Application Evaluation Instructions
- PPD 4.1.100 (D) Probation and Parole Division Program Referral Form
- PPD 4.1.100 (E) Approval of Offender Placement with Escape Conviction(s)
- PPD 4.1.100 (F) Progress/Summary Report
- PPD 4.1.100 (G) PPD Facility Initial Screening Form
- PPD 4.1.100 (H) Conditions for Residing
- PPD 4.1.100 (J) Offender Prepaid Bus Ticket Agreement