



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

Procedure No.: PPD 4.6.202	Subject: SECURE PLACEMENTS
Reference: P&P 150-1; DOC 1.5.4; 53-1-203, MCA	Page 1 of 4
Effective Date: 01/20/15	Revision Dates: 11/03/15; 10/17/16; 12/19/16
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

This procedure is referenced as ACCD 4.6.200 Administrative Transfers/Overrides in Section 3.G. Offender Management; Administrative Transfer/Overrides in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, Connections Corrections Program (CCP), START, and WATCH Contract.

I. PURPOSE:

Probation and Parole Division employees will follow established procedures when transferring an offender from the community or a PPD facility to a secure facility.

II. DEFINITIONS:

CSD-Clinical Services Division – The division within the Department responsible for the overall health care functions of medical, mental health, dental and vision for all programs and facilities.

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

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.

Relevant Medical and/or Mental Health Information – Circumstances or situations regarding an offender’s medical and/or mental health needs that impacts the placement of the offender in a PPD facility.

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.

III. PROCEDURES:

A. GENERAL REQUIREMENTS OF SECURE PLACEMENTS

1. Probationers cannot be sent to Montana State Prison (MSP) or Montana Women’s Prison (MWP) unless their probation is first revoked by the court and a prison sentence or DOC commitment is given.
2. Offenders newly committed to the DOC, on parole or conditional release supervision, or placed at a PPD facility may be transferred to a secure facility if found to be inappropriate for their current placement, or any further PPD placement, due to disciplinary reasons, assessment results,

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or placement refusals. This may include the inability to place an offender at a PPD facility for those reasons or assessments, as well as:

- a. Offender is a public safety risk;
- b. Offender has a confirmed and extraditable felony warrant – attach copy of the warrant to secure placement request;
- c. Court mandates or statutory requirements are not available at facilities – these cases must be staffed with a Bureau Chief (e.g., SOP2 or WATCH);
- d. Placement refusals;
- e. Program terminations and failures due to program non-compliance and disciplinary termination;
- f. BOPP requires return to MSP/MWP.
- g. Offender with pending felony charges:
 - i. Parolee – BOPP will be contacted to make decision regarding secure placement.
 - ii. Conditional release offender – is not automatic secure placement; may be placed in jail as PPD hold pending placement decision.

B. REQUEST FOR SECURE PLACEMENT-PROCEDURES AND RESPONSIBILITY

1. Parolees, Conditional Release Offenders, New DOC Commits:

- a. A determination may be made that a parolee, conditional release offender, or new DOC commit is not a viable candidate for community placement and MSP/MWP is the most appropriate option:
 - i. Parole and conditional release offenders: Determined by Hearings Officer following appropriate hearing (see *P&P 140-1 Adult Offender Discipline and Disciplinary Hearings and P&P 140-2 Preliminary (On-Site) Hearing*). Hearings Officer
 - ii. New DOC commit: Determined by Deputy Chief (DC) and/or POII after staffing case with the MASC Coordinator or Passages ASRC Manager. Ensure the following documents are available in OMIS for staffing: DC/POII
 - 1) *P&P 150-1(D) Verification of Commitment* or certified court order
 - 2) *PPD 1.5.506(B) Pre-Sentence Investigation*
 - 3) *P&P 100-1(A) Report of Violation*.
- b. Complete *PPD 4.6.202(A) Request for Secure Placement*. Offender’s circumstances and all information regarding the reason for the secure placement, including whether there is relevant medical and/or mental health information, must be completed on the *Request*. DC/POII
 - i. Document must be saved as follows:
Offender last name, first name: Facility/P&P: Secure Placement
 - ii. Email subject line must read as follows:
Offender last name, first name, DOC#: Facility/P&P: Secure Placement
- c. Submit *Request* electronically as follows: DC/POII
 - i. Parole and conditional release offenders to corao@mt.gov.

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- ii. New DOC commit to the MASC Coordinator or Passages ASRC Manager. Once reviewed, *Request* is return to corao@mt.gov. MASC Coordinator or Passages ASRC Manager

- 2. **Offenders from PPD Facility:** *PPD 4.6.202(A) Request for Secure Placement* is completed and forwarded to the DC or designee for review and signature. Offender’s circumstances and all information regarding the reason for the secure placement, including whether there is relevant medical and/or mental health information, must be completed on the *Request*. Following review, *Request* is submitted electronically to corao@mt.gov.
 - a. Document must be saved as follows:
 - Offender last name, first name: Facility/P&P: Secure Placement
 - b. Email subject line must read as follows:
 - Offender last name, first name, DOC#: Facility/P&P: Secure Placement

- 3. **Request for Secure Placement:**
 - a. *Request* will be forwarded to the Programs and Facilities Bureau Chief or designee for the following circumstances:
 - i. the offender is from MASC or TSCTC; and/or
 - ii. relevant medical and/or mental health information has been noted on *Request*.
 - 1) When relevant medical and/or mental health information is indicated, *Request* is forwarded to cormedical@mt.gov for the CSD Administrator or designee’s review and signature.
 - 2) Once reviewed, CSD Administrator or designee will return *Request* to corao@mt.gov.
 - iii. *Request* is reviewed and signed by Programs and Facilities Bureau Chief as the PPD Administrator’s designee.
 - b. All other *Requests* will be forwarded to the P&P Bureau Chief as the PPD Administrator’s designee for review and signature.
 - c. Once reviewed, *Request* is returned to corao@mt.gov.
 - d. *Request for Secure Placement* is returned to referring DC or IPPO/PRC Liaison.
 - i. If approved for P&P offender:
 - 1) include copies to:
 - a) Contract Placement Bureau Administrative Officer;
 - b) CSD, if applicable;
 - c) MSP/MWP Records:
 - i) CORVerificationMSP@mt.gov for males;
 - ii) CORVerificationMWPPASRC@mt.gov for females; and
 - d) MDIU Admissions for males; or MWP Admissions Officer for females.
 - 2) Completes *P&P 150-1(A) Notification and Placement Warrant* for the placement determined and forwards to the appropriate parties: DC/POII

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- a) The approved *PPD 4.6.202(A) Request for Secure Placement* is transferred with offender.
- b) Once placement has been determined and an offender file has been put together with all relevant documents, the file will be forwarded to the appropriate location (see *P&P 150-1(F) Where Files Go*). DC/POII or designee
- ii. If approved for an offender from a PPD facility:
 - 1) include copies to: PPD Administrative Assistant
 - a) Facility Administrator;
 - b) BOPP for all parolees;
 - c) MSP/MWP Records:
 - i) CORVerificationMSP@mt.gov for males; or
 - ii) CORVerificationMWPPASRC@mt.gov for females;
 - d) If applicable:
 - i) CSD; and
 - ii) MSP or MWP Medical Services Manager;
 - 2) Completes *P&P 150-1(A) Notification and Placement Warrant* for the placement determined and forwards to the appropriate parties: IPPO/PRC Liaison
 - a) The approved *PPD 4.6.202(A) Request for Secure Placement* is transferred with offender.
 - b) Once placement has been determined and an offender file has been put together with all relevant documents, the file will be forwarded to the appropriate location (see *P&P 150-1(F) Where Files Go*). IPPO/PRC Liaison
 - 3) Upon approval, transport details will be determined by MSP/MWP and sending facility. The approved *PPD 4.6.202(A) Request for Secure Placement* is transferred with offender. MSP/MWP/Sending Jail
- iii. If the secure placement recommendation is rejected, referring source can request a discussion and review with the PPD Administrator or designee. DC/POII
IPPO/PRC Liaison

C. OFFENDER PLACEMENT REFUSALS-PROCEDURES AND RESPONSIBILITIES

1. If an offender refuses to participate in a program or requests to quit a program, facility staff and/or PPD staff will discuss the offender's reasons and the consequences of quitting with the offender using *PPD 4.6.200(B) Offender Placement Refusal*. The outcome will be provided to the facility's administrator and IPPO/PRC Liaison and the Facilities Contract Manager and documented in OMIS.
2. If the offender refuses to stay in the program, he/she will be sent to MSP or MWP by following the procedures of Section B above.
3. *PPD 4.6.202(B) Offender Placement Refusal* will be attached to, and submitted with, *PPD 4.6.202(A) Request for Secure Placement*.

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IV. CLOSING:

Questions regarding this procedure should be directed to the Deputy Chief, P&P Bureau Chief, Facilities Contract Manager, or Programs and Facilities Bureau Chief.

V. FORMS:

PPD 4.6.202 (A)	Request for Secure Placement
PPD 4.6.202 (B)	Offender Placement Refusal
P&P 150-1 (A)	Notification and Placement Warrant
P&P 150-1 (F)	Where Files Go