



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

Procedure No.: PPD 5.1.102	Subject: <b>LENGTH OF STAY</b>
Reference: 53-1-203, MCA;	Page 1 of 3
Effective Date: 03/29/16	Revised:
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

**This procedure is referenced as *ACCD 5.1.102 Length of Stay* in Section 3.C. Offender Management; Length of Stay (LOS), 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 procedures when it is necessary to extend the stay of an adult offender in the facility.

**II. DEFINITIONS:**

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.

**III. PROCEDURES:**

**A. GENERAL REQUIREMENTS**

1. These general requirements apply to all PPD contracted facilities with the exception of the Great Falls Transition Center and Missoula Prerelease Center (see Section C).
2. Length of stay (LOS) requests will not be required unless a pre-authorized extended stay is anticipated prior to any placement.
3. *PPD 5.1.102(D) Pre-Authorized Extended Stay Request Form* is submitted when the length of the necessary placement will exceed the specified LOS to cover the anticipated full length of stay at the facility. Reasons for an extended stay may include:
  - a. Treatment needs;
  - b. Length of time to discharge date;
  - c. Sexual offender; and
  - d. Board of Pardons and Parole.
4. LOS justification will be provided and/or updated on *PPD 4.1.100(F) Progress/Summary Report* pursuant to facility requirements:
  - a. Assessment/Sanction/Revocation: Discharge Summary; LOS Justification
  - b. Treatment Programs: Discharge Summary; LOS Justification
  - c. Prerelease: 120 days; 180 days; 210+ days

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- d. Pre-Authorized Extended Stay
  - e. Inmate Worker: 180 days; every 30 days thereafter
5. The Contract Manager may ask for additional information regarding progress and/or may give direction on further LOS extension using Section VII of the *Report*.
  6. The Department may terminate an offender's participation in a program at any point as it deems necessary.
  7. Each *PPD 4.1.100(F) Progress/Summary Report* is to be submitted individually, separate email per offender, following the guidelines of *PPD 1.6.300(A) Email Subject Lines-Contractor Reports*. *Progress/Summary Reports* will be submitted within ten (10) working days of the due date. It is recommended that the *Progress/Summary Report* be saved prior to submission to the Contract Manager at [coraccreports@mt.gov](mailto:coraccreports@mt.gov). Only the most current version of the *Progress/Summary Report* will be accepted for review, and an incomplete *Report* will be returned for missing information. Late or incomplete *Reports* may result in the facility/center's loss of per diem for that offender.

**B. PRERELEASE CENTERS** (not including Great Falls Transition Center and Missoula Prerelease Center)

1. Offenders shall not participate in prerelease (PRC) resident programming for more than 200 days unless justification has been provided on *PPD 4.1.100(F) Progress/Summary Report*. Completion of residential PRC programming and the Transitional Living Program should occur within 200 days. Consideration for an extension of an offender's stay will be given based upon individual offender circumstances.
2. Each *PPD 4.1.100(F) Progress/Summary Report* is required to be submitted individually per the guidelines of *PPD 1.6.300 Contractor Reports*. The *Progress/Summary Report* is submitted at programming day 120, 180, 210 and every 30 days following. Late or incomplete *Reports* may result in the center's loss of per diem for that offender. Additional information will be requested for reports/programs lacking adequate justification for continued stay.

**C. GREAT FALLS TRANSITION CENTER AND MISSOULA PRERELEASE CENTER**

1. Offenders shall not participate in prerelease (PRC) resident programming for more than 200 days without prior written approval from the Contract Manager or designee. Completion of residential PRC programming and the Transitional Living Program should occur within 200 days. Consideration for an extension of an offender's stay will be given based upon written information contained in *PPD 5.1.102(B) Prerelease Length of Stay Extension Form* or *PPD 4.1.100(F) Progress/Summary Report*.
2. When *PPD 5.1.102(D) Pre-Authorized Extended Stay Request Form* has been submitted to the Contract Manager or designee at [corlos@mt.gov](mailto:corlos@mt.gov), and approved, a follow-up LOS will not be required. An additional LOS would be needed only if the offender's stay exceeds the originally approved amount stated on the pre-authorization. (See *PPD 5.1.102(C) Instructions for Pre-Authorized Extended Stay Request*.)
3. *PPD 5.1.102(E) Aftercare Length of Stay Extension Form* or *PPD 4.1.100(F) Progress/Summary Report* will be completed for offenders in the Aftercare program at the Great Falls Prerelease Center whose stay exceeds 90 days. The *Extension Form* will be completed and

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submitted to [corlos@mt.gov](mailto:corlos@mt.gov) by the offender's 75<sup>th</sup> day in the program. The Treasure State Correctional Training Center Superintendent will receive the initial request and, after review, forward it to the Facilities Program Bureau Chief. The Superintendent and Bureau Chief will respond in writing within ten (10) days of receipt. The Facilities Program Bureau Chief will make the final determination on approval or disapproval of the request.

4. Inmate Workers: Consideration for an extension of an inmate worker's stay beyond six (6) months will be given based upon written information contained in *PPD 5.1.102(B) Prerelease Length of Stay Extension Form*

#### **D. ALL OTHER PPD CONTRACTED PROGRAMS/FACILITIES**

1. Justifications for a treatment program LOS shall include clinical recommendations of LACs/LCPC or other professionals based on ASAM or DSM V criteria, or detailed behavioral/disciplinary concerns that will prohibit the offender from successfully completing programming within the specified stay.
2. Specified Lengths of Stay:
 

a. CCP/Passages ADT – 60 days	e. WATCH – 180 days
b. WATCH Revocation – 60 days	f. Nexus/Elkhorn – 270 days
c. WATCH Repeaters – 90 days	g. Pre-authorized CAP – 18 months
d. START/Passages ASRC – 120 days	h. Inmate Workers – 6 months

#### **IV. CLOSING:**

Questions regarding this procedure should be directed to the Contract Manager.

#### **V. FORMS:**

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|-----------------|---|
| PPD 5.1.102 (A) | Instructions for Length of Stay Extension Form        |
| PPD 5.1.102 (B) | Prerelease Length of Stay Extension Form              |
| PPD 5.1.102 (C) | Instructions for Pre-Authorized Extended Stay Request |
| PPD 5.1.102 (D) | Pre-Authorized Extended Stay Request Form             |
| PPD 5.1.102 (E) | Aftercare Length of Stay Extension Form               |
| PPD 4.1.100 (F) | Progress/Summary Report                               |