

**RENEWAL OF MEMORANDUM OF SPECIAL REVENUE UNDERSTANDING
BETWEEN THE
MONTANA DEPARTMENT OF CORRECTIONS
AND THE
MONTANA LAW ENFORCEMENT ACADEMY**

Section I: Purpose

This memorandum renews the agreement that has been made and entered into by the Montana Department of Corrections (DOC) and the Montana Law Enforcement Academy (MLEA) for the purpose of defining the responsibilities of each agency with respect to the Standardized Corrections Training (Correction/Detention Officer Basic) authorized by the 1997 legislative session.

Section II: Recognition

Whereas the DOC recognizes that MLEA is funded through a State Special Revenue (SSR) Account that acquires revenues from temporary registration permit fees (TRP) issued through the Department of Motor Vehicles.

Whereas, the DOC recognizes that as a State Correctional Institution, no surcharge revenue is generated or contributed to the MLEA State Special Revenue Account.

Therefore, the DOC agrees that through the contribution of funds that MLEA will receive equitable consideration for the continued operation of the Correction / Detention Officer Basic Course (CDOB).

Section III: Equitable Contributions for Operating Expenses

The 1997 legislature authorized the Department of Corrections to establish an ongoing standardized Corrections/Detention Officer Basic (CDOB) Course that all detention officers and correctional officers must complete.

The Department of Corrections has received ongoing authorized funding for this training program and the authorized funding for FY 2018/2019 is established as follows:

- \$31,000 operating expenses each year for FY2018 and FY2019

Total funding consists of \$31,000.00 per fiscal year for the 2019 biennium, which ends June 30, 2019.

Section IV: Department of Corrections Responsibilities

1. Remit payment through SABHRS inter-unit journal to the Department of Justice, using the quasi-external contract procedure, within 15 working days of receipt of valid documentation which details incurred operating expenses.
2. The DOC will pay MLEA, through SABHRS inter-unit journal, in the equivalent of all meal costs incurred by MLEA for the duration of the course for each DOC Correctional Officer. These costs are currently negotiated with a private third party

vendor at \$355.00 per course - per student officer. All other course training costs assessed by MLEA including lodging, registration, course fees, filing fees, clothing, and all books and text material will be provided by MLEA in due consideration for the preceding payments in Section III.

4. DOC recognizes that the meal costs for each student are subject to change based upon negotiations with third party vendors.
5. Notify MLEA twenty-eight business days prior to the start of a training program to confirm the actual number of DOC employees that will be attending.

Section V: Montana Law Enforcement Academy Responsibilities

1. Provide a sufficient number of Correction / Detention Officer Basic Courses annually to accommodate education and training to a minimum of 60 Correction Officers per year upon the campus of the Montana Law Enforcement Academy.
2. Ensure that there is appropriate and adequate training and classroom space per number of students to include classrooms, gym and scenario space.
3. Provide all necessary lodging, linen, access to a fee based weekday meal service, and all other necessary educational materials for all correctional officers attending the CDOB course.
4. Maintain all records and files and ensure that all required data entry services are performed to accurately document the participation and successful completion of all correctional officers in the CDOB course.
5. Provide a quality assurance process that ensures standardized quality instruction is provided during the CDOB course. Quality corrections based instruction and creating an optimal learning environment will be the basic philosophical foundations for quality assurance.
6. Following each course, MLEA will evaluate the course presentation and report any significant findings to the DOC, Professional Development Bureau Chief.
7. Ensure that all Adjunct Instructors are Montana Public Safety Officer Standards and Training Council (POST) certified and qualified to instruct or train in each special topic matter.
8. Determine course curriculum in collaboration with the DOC, Professional Development Bureau Chief. The curriculum will be based on sound correction / detention philosophies & practices; applicable state and federal statute and administrative rule, and as may be recommended by the American Corrections Association (ACA), American Jail Association (AJA), National Institute of Corrections (NIC), Office of Juvenile Justice and Delinquency Prevention (OJJDP) and DOC.
9. Submit the Correction / Detention Officer Course curriculum for approval and accreditation through POST. Any and all changes to the learning objectives or lesson plans must be approved prior to implementation by POST.

10. Ensure that every course within the CDOB training curriculum is supported by written learning objectives and a standardized lesson plan. Course instructors will be required to follow the applicable lesson plan, which must be approved by MLEA.
11. Coordinate all logistics necessary to successfully host each and every one of the CDOB courses.
12. Provide all necessary course material to include text books, reference materials and handouts.
13. Guarantee DOC has a minimum of ten spaces available for DOC employees in each of the CDOB courses. These training spaces must be filled within the 28 day time frame previously mentioned within the Memorandum of Understanding.
14. Submit an invoice through SABHRS inter-unit journal for CDOB course costs at the conclusion of each course or on a quarterly basis at a minimum.

Section VI: Notification of Employees

Each Department will notify appropriate staff of the conditions of this agreement and any amendments thereto.

Section VII: Effective Date

The effective date of this memorandum of understanding is July 1, 2017 and is subject to review by both parties prior to its June 30, 2019 termination date to determine if the MOU should be renewed or rescinded, as determined by mutual agreement.

Signatures:

Loraine Wodnik, Interim Director
Montana Department of Corrections



Date

29 June 2017

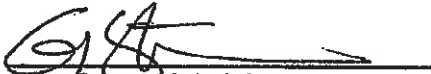
Tim Fox, Attorney General
Montana Department of Justice



Date

3/25/17

Brian Lockerby, Administrator
Division of Criminal Investigation



Date

6/28/2017

Glen Stinar, Administrator
Montana Law Enforcement Academy

Approved for Legal Content by:

Rob Cameron, Deputy Attorney General
Montana Department of Justice




Date

6/28/2017

Colleen Ambrose, Legal Counsel
Montana Department of Corrections

Date

7/20/17