



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.1.3	Subject: ORGANIZATION AND RESPONSIBILITY
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2 and Attachment
Section 1: General Administration	Effective Date: May 1, 1996
Signature: /s/ Mike Batista, Director	Revised: 07/27/2015

I. POLICY

The Department of Corrections maintains a current organizational chart that accurately reflects the Department organizational structure and responsibilities.

II. APPLICABILITY

All divisions, facilities, and programs Department-owned and contracted, as specified in contract.

III. DEFINITIONS

None

IV. DEPARTMENT DIRECTIVES

A. Department Organization

1. The Department consists of the Director's Office and eight divisions as follows:
 - a. the Director's Office includes the Executive Office, Legal Office, Office of Human Resources, Office of Investigations, Quality Assurance Office, and the administratively attached Board of Pardons and Parole;
 - b. the Clinical Services Division oversees all medical, mental health, dental and vision services for all offenders in the custody of the Department in secure and contracted facilities;
 - c. the Information Technology Division includes the Application Development Bureau, Statistics and Data Quality Bureau, Network Support Bureau, radio/phone systems/video systems manager, and the Emergency Preparedness Manager;
 - d. the Business Management Services Division includes the Contracts Management Bureau, Budget and Program Planning Bureau, and Accounting Bureau;
 - e. the Probation and Parole Division consists of probation and parole, facility programs including prerelease centers, contracted substance abuse programs, sanction and assessment centers, the adult interstate compact unit, and the Treasure State Correctional Training Center;
 - f. the Youth Services Division is responsible for the care, custody, and treatment of youthful offenders and includes Riverside and Pine Hills Youth Correctional Facilities, Youth Transition Centers, Interstate Compact for Juveniles, Youth Community Corrections and financial and program services;
 - g. Montana Women's Prison is responsible for the care, custody, and treatment of adult female offenders;
 - h. Montana State Prison is responsible for the care, custody, and treatment of adult male offenders, and the private and regional facilities contracted to the Department;

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- i. Montana Correctional Enterprises is responsible for vocational education and training programs within the Department's owned and contracted prison facilities, including classroom education, agriculture, industry, food factory, inmate commissary, license plate factory, wild land fire crew, motor vehicle maintenance, and an accounting and support program that oversees inmate community workers.

II. CLOSING

Questions concerning this policy should be directed to Department director.

III. REFERENCES

- A. 53-1-203, MCA; 53-30-101, MCA
- B. 4-4010; ACA Standards for Adult Correctional Institutions, 4th Edition
- C. 3-JTS-1A-15, ACA Standards for Juvenile Correctional Facilities, 2003
- D. DOC Policy 1.1.1, Purpose, Mission, and Management Philosophy

IV. ATTACHMENT

[Department of Corrections Organizational Chart](#)