



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

Policy:	DOC 1.9.1 GENERAL STATE ADMINISTERING AGENCY FUNCTIONS
Chapter 1:	ADMINISTRATION AND MANAGEMENT
Section 9:	Crime Control Bureau
Effective Date:	July 12, 2018 Page 1 of 2
Revised:	April 16, 2020
Signature:	/s/ Reginald D. Michael

I. POLICY

The Department of Corrections and the Montana Board of Crime Control (Board or MBCC) are separate entities with administrative ties. The Board is the designated State Administering Agency responsible for comprehensive criminal justice and policy development and, as such, exercises policymaking and grant-related functions independent from the Department. The Department is committed to the full support of the Board by Crime Control Bureau staff

II. APPLICABILITY

Department Staff assigned to the Crime Control Bureau

III. DEFINITIONS

Application Review Committee (ARC) – the specific Board subcommittee charged with reviewing grant applications in a particular program area, i.e. the Anti-Drug Subcommittee, Victims Subcommittee, Prevention/Treatment Subcommittee.

Crime Control Bureau – assigned within the Administrative Services Division, the Crime Control bureau provides staff and support to the Board as established in [21-15-2306, MCA](#).

Montana Board of Crime Control (MBCC)– 18 members appointed by the Governor, representing law enforcement, public safety, and criminal and juvenile justice stakeholders and citizens. The Board administers grants dedicated to preventing and addressing crime and supports efforts to promote innovation, best practices and collaboration statewide.

Youth Justice Council (YJC) – 15 to 33 members appointed by the Governor, committed to providing Title II Formula Grant funds, training and technical assistance to Montana communities to reduce juvenile delinquency and keep our youth from entering the juvenile justice system and, ultimately, the adult justice system. The purpose of the YJC is to provide advice to the MBCC, not for legislative advocacy.

IV. DEPARTMENT DIRECTIVES

A. General Provisions

1. As the State Administering Agency, the Board of Crime Control allocates resources statewide and distributes, monitors, and reports on federal grant dollars that address the needs of statewide and local criminal justice systems.

2. The Crime Control Bureau is a staff dedicated to the support of the mission and goals of the Montana Board of Crime Control including, but not limited to, the following supportive roles:
 - a. record and translate all formal Board meetings;
 - b. provide all necessary communications to subgrantees and contractors including notification of Board funding decisions;
 - c. create requests for proposals for grant solicitations in accordance with the Board's directions and maintains a functioning process with transparency;
 - d. provide support for ARC meetings. Staff will support ARC meetings in the following ways:
 - 1) score subgrantee applications;
 - 2) provide, when requested, recommendations for funding; and
 - 3) provide historical information, proposals, reports, and other documents to inform ARC members about programs requesting funding;
 - e. upload documents into necessary systems to ensure transparency and compliance with federal requirements, including agendas, review material, applications, recommendations, and reports;
 - f. maintain functioning business systems that support Board processes;
 - g. provide travel reservation assistance;
 - h. provide training to subgrantees and contractors for required grant and contract management including financial and programmatic reporting;
 - i. provide assistance with the Montana Board of Crime Control Annual Conference, training events, vendor fairs, etc.
 - j. provide communication to Board members at formal meetings regarding grant opportunities, updates and financial reports;
 - k. ensure Board members are apprised of data reporting to the Statistical Analysis Center;
 - l. adhere to designated Board support functions listed within the Board's [Policies and Bylaws](#)
 - m. coordinate updates to policies and operational procedures, and ensure updates are made available to Board members.

V. CLOSING

Questions concerning this policy should be directed to the Crime Control Bureau Chief.

VI. REFERENCES

A. 21-15-2306, MCA

VII. ATTACHMENTS

None