



Montana Department of Corrections Glossary

Code	Term	Definition	Posted Date / Last Revised
FPB-2002; PPB-3003; CG-0001	208 Transfer	208 Transfer – Transfer of a youth’s supervisory responsibility to District Court after a juvenile disposition, pursuant to 41-5-208, MCA.	1/28/2026
PPB-3006	Absconder (Interstate)	Absconder (Interstate) – An offender who is absent from the offender’s approved place of residence and employment and fails to comply with reporting requirements.	1/28/2026
PPB-3009; CG-0002	Absconding	Absconding – When an offender deliberately makes the offender’s whereabouts unknown to a Probation and Parole Officer or fails to report for the purposes of avoiding supervision, and reasonable efforts by the Probation and Parole Officer to locate the offender have been unsuccessful.	1/28/2026
HSG-1005	Access to Care	Access to Care – A system in which an offender is seen by a clinician, given a professional clinical judgment, and receives care that is indicated, all within a timely manner.	1/28/2026
DOCP-1013	Activities of Daily Living	Activities of Daily Living – Activities usually performed in the course of a normal day in a person’s life, such as ambulation, bathing, dressing, feeding, and toileting.	1/28/2026
MSP-5911	Acutely Suicidal (Active)	Acutely Suicidal (Active) – Inmates who engage in self-injurious behavior or threaten suicide and have a specific plan for carrying it out and are placed on constant observation to ensure safety.	1/28/2026
DOCP-1016; FPB-2014	Adjunct Programming	Adjunct Programming – Programming that is structured, positive, and a productive use of an offender’s time. This programming is not considered essential for release decision-making or may be voluntary in nature versus driven by assessment.	1/28/2026
CG-0009; DOCP-1020; MWPP-6017; PHCF-7503	Administrative Investigation	Administrative Investigation – Any agency investigation that is not conducted for the purpose of law enforcement or criminal prosecution.	1/28/2026
LANG-9003	Administrative Segregation	Administrative Segregation – A non-punitive housing status for offenders whose continued presence in the general population may pose a serious threat to life, property, self, staff, other offenders, or to the facility’s security or orderly operation.	1/28/2026
FPB-2018	Administrative Transfer	Administrative Transfer – A management decision whereby an offender is moved from one correctional facility to another of equal or greater level of custody for non-disciplinary or behavioral reasons. Transfer is usually a temporary move, but may become permanent due to other circumstances.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CORGC-9003	Administrator	Administrator – The official, regardless of local title (division chief executive officer, bureau chief, warden, superintendent), ultimately responsible for the division, facility, or program operation and management.	1/28/2026
CG-0012; DOCP-1027; MSP-5019	Admission / Discharge Report (ADR)	Admission / Discharge Report (ADR) – The mandatory reporting form completed by staff when offenders move from one program location to another.	1/28/2026
MSP-5023	Advance Directive	Advance Directive – Expression of the patient's wishes as to how future care should be delivered or declined, including decisions that must be made when the patient is not capable of expressing those wishes. These directives are useful for terminally ill patients but can be used by any inmate regardless of health status.	1/28/2026
MSP-5028	Aggregate Census Check	Aggregate Census Check – A scheduled check to verify that inmates are in the proper location during designated periods between official counts in which the area supervisor calls the housing unit(s) and gives a verbal report of the number of inmates counted.	1/28/2026
LANG-9007	Agreement	Agreement – A disciplinary hearing procedure that provides an inmate the opportunity to plead guilty to a major or minor infraction, as written, accept an offered sanction, and waive the right to a hearing on that incident.	1/28/2026
MSP-5030	Aids to Reduce Effects of Impairment	Aids to Reduce Effects of Impairment – Any device or needed accommodation that aids in daily functioning, for example, eyeglasses, hearing aids, canes, crutches, sleep apnea machines, and wheelchairs.	1/28/2026
MSP-5035	Airborne Precautions	Airborne Precautions – A category of Transmission-Based Precautions that CDC and Health Care Infection Control Practices Advisory Committee (HICPAC) may recommend when Standard Precautions alone are not sufficient to prevent the transmission of disease. When airborne precautions are required, patients should be placed in airborne infection isolation rooms and health care personnel sharing patients' airspaces should wear respirators.	1/28/2026
CG-0022; DOCP-1041; PPB-3018	Appropriate Good Time Credit	Appropriate Good Time Credit – The amount of good time appropriate under the policy and state law in effect at the time the offender earned the credit.	1/28/2026
CG-0023; DOCP-1042	Armed Assignment	Armed Assignment – Assignments involving personnel whose essential functions and responsibilities include carrying and deploying a firearm, for example, offender transport officers, duty officers, specialized teams, and probation and parole officers.	1/28/2026
MSP-5743; MSP-5041	Armorer	Armorer – A designated staff member who maintains the operation of the armory and makes authorized repairs to Department firearms within the parameters of their current certification.	1/28/2026

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MSP-5744	Armory	Armory – A specific location that is designed to provide secure storage for firearms, ammunition, and related equipment.	1/28/2026
CG-0026; DOCP-1044	Assaultive Conduct	Assaultive Conduct – Conduct in which an offender attacks another person, for example, throws offensive items such as bodily substances or fluids; constantly barrages another with threats or verbal assaults; and/or physically attacks another person with or without a weapon.	1/28/2026
CORGC-9007	Assessment / Sanction Center	Assessment / Sanction Center – A facility/program that evaluates the needs of offenders for placement.	1/28/2026
MSP-5046	Atypical	Atypical – Security Threat Groups (STG), predatory, special needs, and vulnerable inmates designated by classification.	1/28/2026
MSP-5047	Atypical Inmate	Atypical Inmate – Predatory and vulnerable inmates designated by classification.	1/28/2026
CG-0031; DOCP-1053	Basic Education	Basic Education – Instruction in basic skills, such as reading, writing, arithmetic, and other skills required to function in society, which may include any subject normally offered in the basic curricula of an accredited elementary or secondary school in the state.	1/28/2026
CG-0033; DOCP-1056	Behavior Management Plan (BMP)	Behavior Management Plan (BMP) – A standardized plan on which facility staff place an offender to end the dangerous and/or assaultive conduct. The BMP will be in effect for six months, during which time the unit management team, in conjunction with a mental health professional, may activate the plan when the offender engages in the conduct the plan seeks to end.	1/28/2026
PPB-3036	Behavior Requiring Retaking (Interstate)	Behavior Requiring Retaking (Interstate) – An act or pattern of non-compliance with conditions of supervision that could not be successfully addressed through the use of documented corrective action or graduated responses and could result in a request for revocation of supervision in the receiving state.	1/28/2026
MSP-5749	Biological	Biological – Any substance involving a disease organism, such as smallpox, botulinum toxin, and Ricin.	1/28/2026
CG-0034; DOCP-1058	Biological Sample	Biological Sample – The removal of cheek cells by using a buccal swab of a type authorized by the Department of Justice or a vial or other container of blood.	1/28/2026

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HSB-9005	Bloodborne Pathogens	Bloodborne Pathogens – Microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. There are many different bloodborne pathogens, including malaria, syphilis, and brucellosis, and most notably Hepatitis B (HBV), Hepatitis C (HCV) and the Human Immunodeficiency Virus (HIV).	1/28/2026
CORGC-9257	Body Cavity Search	Body Cavity Search – A manual or instrument inspection of an offender's oral, anal, or vaginal body cavities.	1/28/2026
MSP-5750	Bomb	Bomb – An explosive device filled with chemicals, pyrotechnics, and/or inner filler, that usually has a stabilizer and initiator, and that is designed to create bodily harm or destruction.	1/28/2026
CG-0040; DOCP-1065	Buccal Swab	Buccal Swab – The removal of cheek cells by means of a sterile swab.	1/28/2026
MSP-5058	Call Monitoring	Call Monitoring – Live, electronic interception of a telephone call by an authorized staff member listening to a verbal conversation between an inmate and another party.	1/28/2026
MSP-5059	Call Recording	Call Recording – Electronic interception and storage of sounds and conversations between an inmate and another party. The recording may be archived, reviewed, and investigated by authorized staff.	1/28/2026
MSP-5060	Call-Out / Hold-In List	Call-Out / Hold-In List – A daily schedule authorizing staff to hold an inmate in the unit pending movement to an appointment/activity as listed.	1/28/2026
MSPG-5048	Canteen / Commissary	Canteen / Commissary – An on-site outlet where offenders can make small purchases of personal needs items, snack foods, and other assorted items as approved by the facility.	1/28/2026
CG-0044; DOCP-1066	Canteen Revenues	Canteen Revenues – Net profits generated from the sale of canteen items at Department and contract facilities.	1/28/2026
DOCP-1068	Cardiopulmonary Resuscitation	Cardiopulmonary Resuscitation – A medical procedure involving repeated compression of a patient's chest, performed in an attempt to restore the blood circulation and breathing of a person who has suffered cardiac arrest.	1/28/2026
CG-0049	Case Management	Case Management – The act of developing and managing an offender's treatment plan and monitoring progress and compliance.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
PPB-3051	Case Management Response	Case Management Response – An informal action in response to an offender's behavior in which a Probation and Parole Officer may apply incentives or interventions based on the behavior. <i>Incentive</i> is a response that recognizes and/or rewards desired and targeted offender behavior. <i>Intervention</i> is a response that addresses offender violations of conditions of supervision or rules of a Probation and Parole program/facility without Hearings Officer involvement, unless the offender refuses to agree with the given intervention.	1/28/2026
FPB-2664	Case Plan	Case Plan – An evolving document that outlines case management strategies designed to engage the offender, target individual risks and needs, and track progress as the offender transitions through the correctional system.	1/28/2026
PPB-3054	Case Planning	Case Planning – The process of developing an individualized plan for offenders designed to identify and target the offender's identified dynamic risk factors based upon the offender's assessment.	1/28/2026
CG-0052	Cell / Cube / Block Confinement / Restriction	Cell / Cube / Block Confinement / Restriction – A disciplinary sanction that confines an inmate to a designated area except for attendance at work, school assignment, scheduled medical appointment, treatment appointments, visits, religious activities, and meals. The inmate will be allowed emergency phone calls and scheduled legal calls.	1/28/2026
MSP-5070	Cell Search	Cell Search – A complete search of an inmate housing assigned area and its contents, including inmate(s) if they are present at the time.	1/28/2026
DOCP-1070; MSP-5071; MWPP-6083	Census Check	Census Check – A count taken in housing units or other locations during periods between official counts to determine if inmates are in their assigned areas.	1/28/2026
MSP-5075	Check Point	Check Point – The location designated as the official initial entry and exit point to MSP/MCE property.	1/28/2026
LANG-9011	Chemical Agent	Chemical Agent – An irritant such as orthochlorobenzalmalononitrile (CS), commonly known as tear gas, that may cause a burning sensation and tearing of the eyes and a burning irritation of the mucous membranes of the nose, mouth, and throat resulting in profuse coughing, nasal mucus discharge, disorientation, and difficulty breathing.	1/28/2026
DOCP-1073	Chemical Treatment	Chemical Treatment – Medically safe medroxyprogesterone acetate treatment or its chemical equivalent or other medically safe drug treatment that reduces sexual fantasies, sex drive, or both, as provided in 45-5-512, MCA.	1/28/2026

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DOCP-1082	Children with a Serious Emotional Disturbance	Children with a Serious Emotional Disturbance – Persons from birth up to age 18, who currently or at any time during the past year, have had a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet diagnostic criteria specified within the most recent Diagnostic and Statistical Manual of Mental Disorders (DSM), that has resulted in functional impairment that substantially interferes with or limits the child's role or functioning in family, school, or community activities.	1/28/2026
CG-0070	Classification	Classification – An objective process conducted upon entry into jail or prison that assesses a detainee or inmate's risks of engaging in harmful behavior or of being harmed while incarcerated, determining the type of housing and program access.	1/28/2026
LANG-9015	Classification Review Committee (CRC)	Classification Review Committee (CRC) – An MSP committee consisting of the Restrictive Housing Program Compliance Manager, Associate Warden of Custody or designee, Qualified Mental Health Professional (QMHP), Qualified Health Care Professional (QHCP), Restrictive Housing Unit Lieutenant/Manager, Secure Adjustment Unit Lieutenant/Manager, High Side and Low Side Captains or designees, and a staff member from Classification.	1/28/2026
CG-0071; DOCP-1088	Classification System	Classification System – A method that uses an objective scoring system to appropriately recommend offender custody levels based on verifiable case information, facility security levels, degree of required supervision, and available program resources.	1/28/2026
MWPP-6121; MWPP-6123	Clear Conduct	Clear Conduct – No major infraction convictions within a specified amount of time.	1/28/2026
HSG-1012	Clinical Mortality Review	Clinical Mortality Review – An assessment of the clinical care provided and the circumstances leading up to a death. Its purpose is to identify areas of patient care and/or system policies and procedures that can be improved.	1/28/2026
CORGC-9009	Clinical Restraints	Clinical Restraints – A therapeutic intervention initiated by qualified medical or mental health staff to use devices designed to safely limit an inmate's mobility.	1/28/2026
CG-0074; DOCP-1098	Close Associate	Close Associate – Persons, other than immediate family members, who may be considered friends or business partners through known associations.	1/28/2026

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MSP-5901	Close Watch	Close Watch – This watch level is a step-down from Constant Watch and is designed for potentially or inactively suicidal inmates who express suicidal ideation without a specific threat or plan and/or have recently demonstrated self-injurious behaviors. Inmates who deny suicidal ideation or do not threaten suicide but demonstrate other concerning behavior indicating the potential for self-injury should be placed on this watch level. Inmates on this level are placed in a Watch Cell with appropriately safe belongings and are observed in-person by a staff person at irregular intervals no less frequent than 15 minutes apart.	1/28/2026
CORGC-9013	Clothed Body Search	Clothed Body Search – A search of an individual during which the individual is not required to remove their clothing. Also referred as 'Frisk' or 'Pat Down' Search.	1/28/2026
CG-0076	Cognitive Behavioral Therapy (CBT)	Cognitive Behavioral Therapy (CBT) – A problem-focused approach designed to help people identify and change the dysfunctional beliefs, thoughts, and patterns of behavior that contribute to their problems.	1/28/2026
MSP-5913	Columbia Suicide-Severity Rating Scale (C-SSRS)	Columbia Suicide-Severity Rating Scale (C-SSRS) – Developed by Columbia University, the University of Pennsylvania, and the University of Pittsburgh, the C-SSRS supports suicide risk assessment through a series of simple, plain-language questions. The answers help the facility staff to identify whether an offender is at risk for suicide, assess the severity and immediacy of that risk, and gauge the level of support an offender needs.	1/28/2026
CG-0078	Commit or Commitment Status (Legal Status)	Commit or Commitment Status (Legal Status) – A term of incarceration, as provided in Title 45 for the offense, at a county detention center or at a state prison to be designated by the Department: State Prison Commit, MSP Commit, MWP Commit, DOC Commit, DPPHS Commit, Dual Commitment (DOC/MSP/MWP and DPPHS), Interstate Compact, Deferred, 208 Transfer, DOC Probation.	1/28/2026
MSP-5100	Common Area	Common Area – Any area to which multiple inmates have simultaneous access.	1/28/2026
CORGC-9017	Communal Articles	Communal Articles – Items deemed necessary by the governing body of a faith group for communal religious activities. Communal articles will be secured in an assigned location in an authorized area.	1/28/2026
PPB-3072	Communicable or Infectious Disease	Communicable or Infectious Disease – A disease that can be transferred from one individual to another by direct or indirect contact.	1/28/2026

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CG-0079	Community Corrections	Community Corrections – A component of the criminal justice system that offers programs and services in the community and/or viable alternatives to incarceration for individuals at various stages of the criminal justice process. Community corrections may include pretrial programs; behavior change strategies; restitution, fines, and fee collection; Probation and Parole supervision; electronic monitoring; community service; day reporting centers; and residential facilities.	1/28/2026
PPB-3075	Community Corrections Facilities and Programs Bureau	Community Corrections Facilities and Programs Bureau – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services. This Bureau is referenced interchangeably as Programs and Facilities Bureau (PFB) or Facilities and Programs Bureau (FPB) in policies, procedures, and forms.	1/28/2026
CG-0081; FPB-2074; PPB-3078	Community Corrections Facility	Community Corrections Facility – Assessment/sanction centers, prerelease centers, and residential substance use disorder treatment facilities.	1/28/2026
PPB-3081	Community Networking	Community Networking – Actively involving community members in the monitoring, surveillance, and supervision of offenders in their community. These community members may be professionals involved in the treatment/programming of offenders, employers, educators, law enforcement, offender family members, neighbors, mentors, tutors, or other volunteers.	1/28/2026
FPB-2078; PPB-3084	Community Supervision	Community Supervision – Probation, parole, conditional release, or any form of supervision in the community by a Probation and Parole Officer.	1/28/2026
DOCP-1103	Community Work Program	Community Work Program – Work program located in the community for eligible offenders; provided for governmental agencies or not-for-profit organizations pursuant to 53-30-131, MCA.	1/28/2026
CG-0089; DOCP-1106	Community Work Projects	Community Work Projects – Short-term work projects at state-owned or leased properties or in community settings requiring facility supervision.	1/28/2026
DOCP-1110	Competency Based Training	Competency Based Training – Training designed to achieve mastery of a job-related task.	1/28/2026
DOCP-1111	Complainant	Complainant – The person(s) who makes the initial complaint or files a formal charge against a Department employee or offender.	1/28/2026
CORGC-9021	Complaint	Complaint – A written allegation regarding a violation of law, policy, or procedure against Department staff and/or contract staff.	1/28/2026
DOCP-1113	Completeness	Completeness – All of each record's fields are completed and contain all pertinent information.	1/28/2026

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CG-0102; PPB-3093	Compliance Violation	Compliance Violation – A violation of the conditions of supervision that is not a non-compliance violation.	1/28/2026
CG-0103	Concurrent Sentence	Concurrent Sentence – Prison terms for two or more convictions to be served simultaneously, rather than one sentence following after the other. As a result, the person's actual time under correctional supervision is equal to their longest sentence.	1/28/2026
CG-0106	Conditional Discharge from Supervision (CDFS) [Correctional Status]	Conditional Discharge from Supervision (CDFS) [Correctional Status] – As defined in 46-23-1020, MCA, 1) a discharge from supervision by the Department for the time remaining on the sentence imposed if the probationer or parolee complies with all the conditions imposed by the District Court or the Board of Pardons and Parole; and 2) a release from the obligation to pay supervision fees imposed as part of a sentence or as terms of parole or probation.	1/28/2026
CG-0105	Conditional Release (CR) [Correctional Status]	Conditional Release (CR) [Correctional Status] – A Correctional Status that applies to DOC commitments placed in a community corrections program and released to community supervision prior to the expiration of their sentence when determined appropriate by the Department. The release to the community of an inmate is under the auspices of the Department and subject to their rules. This release is not a parole release. These inmates will no longer remain eligible for parole consideration during their release. If a Conditional Release inmate violates the conditions of release and is designated to a secure facility, they become eligible for parole when records staff advises that the minimum time has been served on their sentence.	1/28/2026
PPB-3099	Conditional Release Hearing	Conditional Release Hearing – A formal administrative hearing that provides applicable due process requirements to confront violations of conditional release supervision.	1/28/2026
CORGC-9270	Conductive Energy Device	Conductive Energy Device – Less lethal weapon system that uses electrical current. These short bursts of high-voltage current cause neuromuscular incapacitation.	1/28/2026
FPB-2082; PPB-3105	Confidential Criminal Justice Information	Confidential Criminal Justice Information – Criminal investigative information; criminal intelligence information; fingerprints and investigative or intelligence photographs; criminal justice information or records made confidential by law; and any other criminal justice information not clearly defined as public criminal justice information. 44-5-103, MCA.	1/28/2026

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DOCP-1735	Confidential Offender	Confidential Offender – This designation in the offender management system requires that information sharing about an offender is limited due to risk to themselves or others or due to Interstate Compact requirements. The designation may include victims for whom the Department has identified a need for protection, protected witnesses or informants, designated offenders who participated in or are currently participating in an investigation or other activities that might put them at risk, and certain Interstate Compact offenders.	1/28/2026
HSB-9009	Confirmatory Testing	Confirmatory Testing – Refers to a laboratory testing process performed by the Montana Forensic Science Division, State Crime Lab, or a Department-approved private lab to confirm the presence of a drug or drug metabolite within a testing sample.	1/28/2026
CG-0108	Consecutive Sentence	Consecutive Sentence – A sentence that commences after the completion of another sentence. This occurs when at least two terms are to be served one after the other. All sentences are assumed to be consecutive unless ordered otherwise by the court.	1/28/2026
MSP-5905	Constant Watch	Constant Watch – This watch level is designed for actively suicidal inmates who have engaged in self-injurious behavior or threaten suicide with a specific plan. Inmates under Constant Watch must be observed in-person by a staff member at all times. Constant Watch is the default suicide monitoring status until a QMHP is available to assess the inmate. Inmates on this level are placed in a Safety / Observation Cell, which may be in the Infirmary or RHU.	1/28/2026
PPB-3114	Contact Staff	Contact Staff – Staff who have frequent offender contact as a normal job function including, but not limited to, administrators, correctional officers, correctional counselors, investigators, teachers, work supervisors, Probation and Parole officers, mental health and health care providers and staff, and staff working in offices where offenders may be assigned full-time work.	1/28/2026
CORGC-9025	Contact Visit	Contact Visit – A visit in which the inmate and visitor are permitted limited physical contact.	1/28/2026
DOCP-1124	Continuous Accommodations	Continuous Accommodations – Accommodations that are constant, on a permanent or semi-permanent basis.	1/28/2026
CORGC-9029	Continuous Quality Improvement (CQI)	Continuous Quality Improvement (CQI) – A continuous and ongoing effort to achieve measurable improvements and outcomes in a program. Programs include but are not limited to the health care system and evidence-based practices.	1/28/2026

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FPB-2090; PPB-3117	Continuum of Care	Continuum of Care – An integrated network of treatment services and modalities designed to meet an offender's changing needs as that offender moves through the treatment and recovery process.	1/28/2026
CORGC-9031	Contraband	Contraband – Any item possessed by an offender or staff or found within the facility that is illegal by law, prohibited by policy or procedure, or unauthorized by those legally charged with the administration and operation of the facility.	1/28/2026
CG-0121	Controlling Sentence	Controlling Sentence – The sentence(s) that, based on a District Court Judgment, requires the longest period of time served to parole eligibility.	1/28/2026
FPB-2098	Cook Chill	Cook Chill – The food prepared and provided by Montana Correctional Enterprises Food Factory.	1/28/2026
DOCP-1134	Cooperative Agreement	Cooperative Agreement – Federal assistance involving substantial government participation in programmatic work under an award; differentiated from grants by the level of federal involvement.	1/28/2026
DOCP-1135; FPB-2102	Core Risk Reducing	Core Risk Reducing – Core risk reducing programs target criminogenic risk factors, or those aspects of an individual that are directly related to future criminality. These programs are required based on criminogenic risk and need assessments and clinical evaluation. Programs utilize cognitive behavioral strategies with graduated skills practice.	1/28/2026
DOCP-1138; FPB-2110	Corrective Action Plan	Corrective Action Plan – The document that identifies how risk or deficient audit objectives will be corrected, who is responsible for the correction, and the date by which the corrections will be made.	1/28/2026
PPB-3126	Courtesy Supervision	Courtesy Supervision – A temporary short-time location change for community supervision that has an end date.	1/28/2026
CORGC-9037	Criminal Conduct	Criminal Conduct – A charge or conviction of a violation of city, county, state or federal law including all felonies and serious misdemeanors.	1/28/2026
MSPG-5093	Criminal History Record Information	Criminal History Record Information – Information about individuals collected by criminal justice agencies consisting of identifiable descriptions and notations of arrests; detentions; the filing of complaints, indictments, or informations and dispositions arising from complaints, indictments, or informations; sentences; correctional status; and release. It includes identification information, such as fingerprint records or photographs, unless the information is obtained for purposes other than the administration of criminal justice. 44-5-103, MCA.	1/28/2026
DOCP-1144; MSP-5137; MWPP-6157; PHCF-7531	Criminal Investigation	Criminal Investigation – A formal investigation by a law enforcement agency having jurisdiction (LEAJ) or by a Department criminal investigator to discover whether there is probable cause to believe that criminal conduct has occurred.	1/28/2026

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FPB-2126; PPB-3135	Criminal Justice Agency	Criminal Justice Agency – Any court with criminal jurisdiction; any federal, state, or local government agency designated by statute or by a governor’s executive order to perform as its principal function the administration of criminal justice; any other local government agency that performs as its principal function the administration of criminal justice pursuant to an ordinance or local executive order.	1/28/2026
MSP-5079	Criminal Justice Information Network (CJIN)	Criminal Justice Information Network (CJIN) – Provides operation support as the state link to the FBI’s National Crime Information Center and the International Justice and Public Safety Network, and the Criminal Records and Identification Services Section (CRISS), which collects, stores and disseminates criminal records and fingerprint information, and addresses homeland security issues.	1/28/2026
CORGC-9041	Criminally Convicted Youth	Criminally Convicted Youth – Any person under the age of 18 who has been adjudicated and convicted as an adult pursuant to 41-5-206, MCA.	1/28/2026
FPB-2134; PPB-3141	Criminogenic	Criminogenic – Producing or tending to produce crime or criminals.	1/28/2026
CG-0132; FPB-2138; PPB-3144	Criminogenic Needs	Criminogenic Needs – Attributes that are directly linked to an offender’s risk to re-offend and should be addressed to achieve lower recidivism rates (identified as primary and secondary risk factors).	1/28/2026
MSPG-5103	Critical Incident	Critical Incident – Any situation that may cause participants and/or witnesses to experience unusually strong physical, psychological, or emotional responses that have the potential to impair ability to function, either at the incident or later.	1/28/2026
CG-0138; DOCP-1152; MWPP-6175	Cross Count	Cross Count – Two consecutive visual counts of each inmate by two officers to ensure count accuracy, typically conducted during the official count.	1/28/2026
DOCP-1153	Cross-Gender	Cross-Gender – Supervision circumstance involving a staff member and an individual who are not the same gender.	1/28/2026
PPB-3159	Current Assessment	Current Assessment – A risk assessment is current if completed in the past 12 months and the offender has experienced no life-altering events during that period.	1/28/2026
DOCP-1739	Custody Classification Risk	Custody Classification Risk – The risk levels of Administrative Segregation, Segregation, Close, Medium Restricted, Medium Unrestricted, Minimum Restricted, and Minimum Unrestricted custody classification that are used to predict an inmate’s risk of institutional escape and violence.	1/28/2026
LANG-9019	Custody Level	Custody Level – A risk category of an inmate as determined by the classification process.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
MSP-5151	Custody-Ordered Restraints	Custody-Ordered Restraints – Measures or conditions initiated and applied by custody staff that keep inmates under control.	1/28/2026
MSP-5152	Daily Activities Schedule	Daily Activities Schedule – A written chronological schedule of all regularly scheduled daily inmate activities/movements.	1/28/2026
CG-0143; DOCP-1157	Dangerous Conduct	Dangerous Conduct – Conduct that threatens the security and/or orderly operation of the facility, encourages or incites a disruptive atmosphere, or creates a serious health hazard; for example, conduct that may include destruction of state property, sexual misconduct, and self-injurious conduct that is not the result of a serious mental illness.	1/28/2026
MWPP-6183	Dangerous Contraband	Dangerous Contraband – Any item that can be used as a weapon, or fabricated into a weapon, or can be used for purposes of escape and is a threat to the security of the facility. This also includes, but is not limited to, matches, alcohol, drugs, money, or any item that has not been specifically authorized.	1/28/2026
CG-0149	Day Reporting	Day Reporting – The service that is provided by the Department or a contractor to provide enhanced supervision that may include daily contact with assigned staff, BA/UA testing, and/or employment and counseling services.	1/28/2026
CORGC-9045	Dead Time	Dead Time – The time from the issuing of the warrant to the date of the prisoner's return to the custody of Montana law enforcement, the Department, or the Department's agent and the determination whether this time should be counted as time under this term. This also includes time served in another state for a crime committed while on parole.	1/28/2026
DOCP-1160	Deadly Force	Deadly Force – Force that may reasonably be expected to cause serious injury or death.	1/28/2026
DOCP-1161; FPB-2150	Death	Death – When an individual has sustained either irreversible cessation of circulatory and respiratory functions or irreversible cessation of all functions of the entire brain, including the brainstem. A determination of death must be made in accordance with accepted medical standards pursuant to 50-22-101, MCA.	1/28/2026
MSP-5157	Death Warrant	Death Warrant – An official order for the execution of a condemned person.	1/28/2026
CG-0152	Deferred Sentence	Deferred Sentence – Imposition of sentence is deferred and the person is almost always placed under the supervision of the Department	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0153; DOCP-1162	Delegation Agreement	Delegation Agreement – The agreement entered into by the Department of Corrections and the Department of Administration, State Procurement Bureau, authorizing the Department to perform procurement activities in accordance with the delegation agreement, Title 18, MCA, and Title 2, Chapter 5, ARM.	1/28/2026
CORGC-9212	Delinquent Youth	Delinquent Youth – A youth who is adjudicated under formal proceedings under the Montana Youth Court Act as a youth: who has committed an offense that, if committed by an adult, would constitute a criminal offense; who has been placed on probation as a delinquent youth and who has violated any condition of probation; or who has violated the terms and conditions of the youth's conditional release agreement. MCA 41-5-103(12).	1/28/2026
HSB-9085	Dental Services	Dental Services – A range of procedures performed by dentists to diagnose, prevent, or correct dental issues. Dental services can include cleanings, fillings, root canals, extractions, and dentures.	1/28/2026
DOCP-1164	Department Annual Training Plan	Department Annual Training Plan – A Department-wide training plan that identifies mandatory or special training based upon various training needs assessments, state or federal law, settlement agreements, and Department policy.	1/28/2026
CORGC-9049	Department of Corrections Identification Card	Department of Corrections Identification Card – A picture identification card, given to inmates upon their release or discharge from a secure facility, that they can utilize to obtain a Montana State Identification Card and birth certificate.	1/28/2026
DOCP-1175; HSG-1023	Designated Health Authority	Designated Health Authority – Regardless of local title, the individual at the facility or program level who is responsible for health services, as designated by the Responsible Health Authority.	1/28/2026
DOCP-1176; HSG-1024	Designated Mental Health Authority	Designated Mental Health Authority – Regardless of local title, the individual at the facility or program level who is responsible for mental health services, as designated by the Responsible Mental Health Authority.	1/28/2026
DOCP-1177; MWPP-6205	Designee	Designee – The person designated to act on behalf of the person responsible for specific decisions or actions.	1/28/2026
CG-0162	Detainee	Detainee – An individual who is awaiting trial for an alleged crime and held in a local jail.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CORGC-9053	Detainer	Detainer – A document requesting the withholding of a person for a Criminal Justice Agency for a pending charge or sentence.	1/28/2026
DOCP-1178	Detention Center / Jail	Detention Center / Jail – A facility operated by the federal government, a public or private corporation, other states, or a local county or unit of government for the purpose of detaining and/or incarcerating adult offenders.	1/28/2026
LANG-9023	Direct and Continuous Observation	Direct and Continuous Observation – Continuous observation of a suicidal or self-injurious prisoner placed on observation. Cameras can be used but only in addition to a staff member.	1/28/2026
HSG-1026	Direct Nursing Care	Direct Nursing Care – Skilled, professional nursing care that incorporates the nursing process, provides patient education, and promotes patient wellness.	1/28/2026
DOCP-1184	Direct Supervision	Direct Supervision – Method of offender management that ensures continuing direct contact between offenders and staff by posting staff in the offender living area with a heavy reliance on personal interaction for offender supervision.	1/28/2026
CORGC-9057	Disability	Disability – Under the Americans with Disabilities Act, the term “disability” means, with respect to an individual: (A) a physical or mental impairment that substantially limits one or more major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment.	1/28/2026
CG-0169	Discharge Date	Discharge Date – The date on which the offender finishes a prison, Department of Corrections, or Department of Public Health and Human Services term of incarceration or parole.	1/28/2026
PPB-3195	Discharge to Balance Suspended	Discharge to Balance Suspended – An offender has completed the incarceration portion of the offender's sentence but has a probationary term to follow.	1/28/2026
CG-0171; DOCP-1193; MWPP-6231	Disciplinary Detention	Disciplinary Detention – A punitive confinement determined by a due process impartial hearing that separates offenders from the general population for serious rule violations.	1/28/2026
CORGC-9061	Disciplinary Hearing	Disciplinary Hearing – A formal administrative hearing that provides applicable due process requirements to confront violations of facility rules or conditions of community supervision.	1/28/2026
MSP-5199	Disciplinary Hearing Investigator (DHI)	Disciplinary Hearing Investigator (DHI) – The staff member designated to conduct necessary investigations into a reported major rule infraction.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
MSP-5200	Disciplinary Hearing Officer	Disciplinary Hearing Officer – An impartial staff member designated to conduct disciplinary hearings.	1/28/2026
CG-0175; FPB-2166; PPB-3210	Discrimination	Discrimination – Unfair treatment including statements, decisions, or acts based on the offender's race, creed, religion, sex, marital status, color, age, physical or mental disability, national origin, or political ideas.	1/28/2026
CG-0177	Disposition	Disposition – 1) The action taken regarding records no longer needed for current Department business; includes transfer to a storage facility, transfer to another department or agency, transfer to permanent archives, or destruction; or 2) The final judicial decision, which terminates a criminal proceeding by a judgment of acquittal or dismissal or which states the specific sentence in the case of a guilty plea or conviction. In juvenile court, it is the final decision and orders of the court.	1/28/2026
CG-0182; DOCP-1205	DNA Record	DNA Record – DNA identification information stored in the DNA identification index for purposes of establishing identification in connection with law enforcement investigations or supporting statistical interpretation of the results of DNA analysis. The DNA record is considered the objective form of the results of a DNA analysis, such as the numerical representation of DNA fragment lengths, autoradiographs and the digital image of autoradiographs, and discrete allele assignment numbers.	1/28/2026
DOCP-1206	DNA Testing	DNA Testing – DNA analysis of materials derived from the human body for the purposes of identification.	1/28/2026
PPB-3216	DOC Commitment (DOC Commit)	DOC Commitment (DOC Commit) – A commitment by the District Court of an adult offender or criminally convicted youth to the authority of the Department for the determination of offender's appropriate placement; or the Court may require the offender be released to community supervision upon sentencing or disposition. 46-18-201, MCA.	1/28/2026
CG-0188	DOC Direct Commit	DOC Direct Commit – An offender who is placed directly into a community program.	1/28/2026
CORGC-9273	DOC ID Number	DOC ID Number – The Department of Corrections identification number assigned to each offender.	1/28/2026
MSPG-5168	Documentary Evidence	Documentary Evidence – Files, records, logs, etc. that are helpful for corroboration of both physical and testimonial evidence.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0191	Domestic Violence	Domestic Violence – Refers to violence between spouses, or spousal abuse but can also include cohabitants and non-married intimate partners.	1/28/2026
FPB-2178; PPB-3219	Drug	Drug – Any substance described in 50-32-101, MCA, or any substance taken through any means of administration, which alters the mood, the level of perception, or brain functioning. Such substances range from prescription medications to illegal substances, as well as alcohol, synthetic intoxicants, and solvents.	1/28/2026
DOCP-1159	Drug Enforcement Administration (DEA) Controlled Substances	Drug Enforcement Administration (DEA) Controlled Substances – Medications that are under the jurisdiction of the federal Controlled Substances Act (1971).	1/28/2026
HSB-9011	Drug Formulary	Drug Formulary – A list of prescription drugs both generic and brand name available to authorized prescribers without pre-approval in health care programs. Medications not listed on the formulary are considered non-formulary and require pre-approval from the medical director or designee before use in health care programs.	1/28/2026
PPB-3222	Drug Testing	Drug Testing – The chemical analysis of a body fluid, typically urine, using specialized equipment and techniques to identify the presence of a drug or drug metabolite in a sample collected from an individual.	1/28/2026
DOCP-1215; MSP-5222; PPB-3225	Drug Testing Liaison (DTL)	Drug Testing Liaison (DTL) – A designated staff member selected by a Division Chief to oversee and track the division's drug testing program for the Department.	1/28/2026
MSP-5223	Dry Cell Procedures	Dry Cell Procedures – Procedures for placing and observing an offender in a room or cell without plumbing fixtures or running water to intercept contraband inserted inside a body cavity in order to prevent transfer of contraband into the facility.	1/28/2026
MSP-5224	Duty Officer	Duty Officer – The Shift Commander who is scheduled to be on call for emergency call outs.	1/28/2026
PPB-3231	Early Termination of Deferred or Suspended Sentence	Early Termination of Deferred or Suspended Sentence – When imposition of a sentence has been deferred or execution of a sentence has been suspended, a motion may be filed with the court to terminate the time remaining on the sentence if certain circumstances are met. 46-18-208, MCA.	1/28/2026
DOCP-1218	Electronic Health Record (EHR)	Electronic Health Record (EHR) – Digital version of a patient's medical chart. EHRs are real-time, patient-centered records that make information available instantly and securely to authorized users.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0206; DOCP-1220	Electronic Monitoring System (EMS)	Electronic Monitoring System (EMS) – Method of recording or transmitting information about an offender's location with an electronic device, including radio frequency monitoring and satellite-based monitoring.	1/28/2026
CG-0207	Eligible Offender	Eligible Offender – An offender who committed an offense prior to January 31, 1997, and whom a court sentenced to Montana State Prison, the Montana Women's Prison, the Department of Public Health and Human Services (DPHHS), or the Department of Corrections. An eligible offender is serving the sentence of imprisonment, or commitment, or is on parole for the offense.	1/28/2026
MSP-5231	Emergency	Emergency – An unforeseen combination of circumstances or the resulting state that calls for immediate action.	1/28/2026
MSP-5756	Emergency Break Boxes	Emergency Break Boxes – Key boxes that in an emergency situation allow the glass to be broken so the key inside can be retrieved. These boxes are red in color.	1/28/2026
DOCP-1221	Emergency Capacity	Emergency Capacity – The maximum capacity of a correctional facility or program that does not compromise safe or secure operation; in accordance with 53-30-106, MCA, if a correctional facility or system exceeds emergency capacity for 30 consecutive days, the Department director may temporarily stop admissions. 53-30-106, MCA.	1/28/2026
MSP-5233	Emergency Care	Emergency Care – Health care for an acute illness or an unexpected health need that cannot be deferred until the next scheduled sick call or clinic. This includes acute mental illness that cannot be deferred until the next scheduled mental health clinic or routine appointment.	1/28/2026
CG-0209; DOCP-1223	Emergency Count	Emergency Count – An official, unscheduled count taken in an emergency situation, for example, a disturbance or a suspected escape, to immediately account for each inmate.	1/28/2026
MSP-5757	Emergency Issues Keys	Emergency Issues Keys – Keys used for responses to fires, disturbances or unforeseen circumstances.	1/28/2026
DOCP-1224	Emergency Management	Emergency Management – The coordination and integration of all activities necessary to build, sustain, and improve the capability to prepare for, protect against, respond to, recover from, or mitigate against threatened or actual natural disasters, acts of terrorism, or other manmade disasters.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-1225	Emergency Operations Plan (EOP)	Emergency Operations Plan (EOP) – An EOP is a key component of an emergency management program. The EOP is a reference of emergency-disaster information that includes the basic source of data considered necessary to accomplish the various types of emergency missions. The EOP establishes the overall authority, roles, and functions performed during incidents.	1/28/2026
DOCP-1226; MSP-5240	Emergency Preparedness Manager (EPM)	Emergency Preparedness Manager (EPM) – The contact responsible for oversight and coordination of all safety and emergency management phases throughout the Department.	1/28/2026
HSG-1029	Emergency Psychotropic Medications	Emergency Psychotropic Medications – Medications given without the patient's consent and for specific, isolated circumstances to prevent immediate harm to self or others.	1/28/2026
CORGC-9067	Enhanced Transitional Supervision Services (ETSS)	Enhanced Transitional Supervision Services (ETSS) – A contracted program of supportive services for up to 90 days for offenders on community supervision following release from a correctional facility or in response to violation. Offenders are referred by P&P Officers.	1/28/2026
CORGC-9071	Entrance Badge	Entrance Badge – A badge given to visitors at a secure facility, regardless of the type.	1/28/2026
MSP-5246; MSPG-5193; MWPP-6269	Escort Technique	Escort Technique – Actions to ensure appropriate moderate control of an inmate while moving the inmate. These techniques can also be used in the event further control becomes necessary.	1/28/2026
MWPP-6271	Evacuation	Evacuation – Organized, phased, and supervised withdrawal, dispersal, or removal of offenders and staff from dangerous or potentially dangerous areas, and their reception and care in safe areas.	1/28/2026
MWPP-6273	Evidence	Evidence – Information presented at a hearing that supports or refutes the charges. Evidence may consist of one or more of the following: 1. the disciplinary report. The disciplinary report alone may serve as the basis for the decision; 2. oral testimony, eyewitness accounts, or other personal knowledge; 3. physical evidence; 4. inmate's statement or testimony; 5. witness or document evidence; and 6. hearsay evidence if it appears reliable and relevant to the alleged infraction.	1/28/2026
DOCP-1230	Evidence-Based	Evidence-Based – Demonstrated through empirical knowledge and scientific research with defined measurable outcomes regarding the effectiveness of a program in reducing recidivism and improving public safety.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0217; DOCP-1231	Exclusion Zone	Exclusion Zone – An area that an offender is prohibited from entering that has been established by a district court, pursuant to 46-18-202, MCA.	1/28/2026
CG-0218; FPB-2202; PPB-3243	Exclusionary Criteria	Exclusionary Criteria – A set of clinical, community, and/or legal reasons for the exclusion of certain offender types from participation in a program. Offender lack of motivation is not an appropriate exclusionary criterion.	1/28/2026
CG-0219	Executive Clemency	Executive Clemency – Clemency means kindness, mercy, or leniency that may be exercised by the governor toward a convicted person. 46-23-301, MCA.	1/28/2026
MSP-5249	Exhaust Fan	Exhaust Fan – Equipment that evacuates air from a building or other defined area.	1/28/2026
PPB-3249	Exhaustion	Exhaustion – The point where an offender is not responsive to further appropriate interventions, is a risk to the community by violating their conditions, or is not engaging in prosocial behaviors.	1/28/2026
PHCF-7537; PHCF-7539	Exigent Circumstances	Exigent Circumstances – Any set of temporary and unforeseen circumstances that require immediate action in response to a security or safety threat to the facility.	1/28/2026
MSP-5251	Expandable Baton	Expandable Baton – Composed of a cylindrical outer shaft containing telescoping inner shafts that lock into each other when expanded.	1/28/2026
MSP-5759	Explosive	Explosive – Likely to erupt in or produce hostile reaction or violence.	1/28/2026
FPB-2210; PPB-3252	Extended Jurisdiction Transfer	Extended Jurisdiction Transfer – Transfer of a youth's supervisory responsibility to District Court when the stayed District Court order is imposed pursuant to 41-5-Part 16, MCA.	1/28/2026
CG-0221	Extended Review	Extended Review – Offenders who the Board of Pardons and Parole has determined to be more appropriately reviewed over a longer period of time than annually/biennially.	1/28/2026
FPB-2214	Extended Stay	Extended Stay – A stay at an FPB contract facility that is known prior to placement to last beyond the standard length of stay.	1/28/2026
DOCP-1236	External Evacuation	External Evacuation – Organized, phased, and supervised withdrawal, dispersal, or removal of staff, visitors, and offenders from dangerous or potentially dangerous areas, and the relocation of those individuals in safe areas outside the Department-owned property on which the incident occurred.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0223; FPB-2218; PPB-3255	Facilities and Programs Contract Managers	Facilities and Programs Contract Managers – The Department’s employees who act as the liaisons between the Department and FPB contract facilities regarding services and offender management. These employees also monitor compliance with the terms of contractual agreements between the Department and FPB contract facilities.	1/28/2026
CORGC-9074	Facility	Facility – Refers to any prison or secure correctional facility, or community corrections facility, operated or contracted by the Department.	1/28/2026
CG-0225; DOCP-1253	Facility / Program	Facility / Program – Refers to any division, prison, secure correctional facility, correctional or training program, or community-based program under Department jurisdiction or contract. This term includes the facility building or residence, including property and land owned or leased and operated by the Department.	1/28/2026
DOCP-1246	Facility Administrator	Facility Administrator – The official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the facility or program operation and management.	1/28/2026
CG-0227; DOCP-1247	Facility Design Capacity	Facility Design Capacity – The facility population capacity based on offender single cell occupancy, including infirmary, detention, and administrative segregation beds.	1/28/2026
DOCP-1248	Facility Emergency Management Manager / Coordinator (EMC)	Facility Emergency Management Manager / Coordinator (EMC) – The primary facility contact responsible for collaborating with the Department Emergency Preparedness and Planning Manager and internal and external stakeholders during all phases of emergency management activities.	1/28/2026
CG-0230	Facility Intelligence Coordinator	Facility Intelligence Coordinator – The individual at each facility assigned by the Department Director to provide security threat group intelligence information to the Department's STG Coordinator, disseminate information to staff, and provide updates as needed.	1/28/2026
FPB-2238	Facility Operating Requirement	Facility Operating Requirement – An internal management document developed at the FPB level that provides contract facility/provider staff with guidelines on how to implement contract requirements and/or a Department-required action or program.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0232; DOCP-1252	Facility or System Operational Capacity	Facility or System Operational Capacity – The maximum facility or system population capacity at which daily operations may be conducted without compromising staff and offender safety and facility and public security. This capacity may include multiple cell occupancy in a portion of available beds and excludes a portion of temporary holding cells, for example, infirmary, administrative segregation, mental health, detention, and pre-hearing confinement beds.	1/28/2026
FPB-2242; PPB-3258	Facility Screening Committee	Facility Screening Committee – A group of people representing the community, facility, and Department that screens offenders referred to a program or facility for acceptance or denial.	1/28/2026
CG-0234	Faith-Based Programs	Faith-Based Programs – Programs that are grounded in religious values and practices.	1/28/2026
DOCP-1258	Family Member	Family Member – Any individual related by blood or marriage.	1/28/2026
DOCP-1259	Family Support Officer	Family Support Officer – Assigned by the Director or Facility Administrator to contact the survivors/family of the officer, give emotional support, and act as an immediate liaison between the family and the Department.	1/28/2026
CG-0235	Federal Ward	Federal Ward – A youth who is held in the custody of the federal government. These youth include undocumented immigrant youth and those youth held in the custody of the Bureau of Indian Affairs.	1/28/2026
DOCP-1261	Fidelity	Fidelity – The extent to which program or treatment delivery adheres to the protocol or program model originally developed. Fidelity measurement has increasing significance for evaluation, treatment effectiveness research, and service administration.	1/28/2026
CORGC-9079	Field Training Officer (FTO)	Field Training Officer (FTO) – An experienced staff member who serves as a training supervisor of new public safety officers within the Public Safety Division for a specific number of hours and observes and evaluates trainees' job performance in daily operations.	1/28/2026
FPB-2254	First Responder	First Responder – A person, such as a law enforcement officer, firefighter, or an EMT, who is among those responsible for going immediately to the scene of an incident or emergency to provide assistance.	1/28/2026
CG-0243	Flat Discharge	Flat Discharge – When an offender has completed their sentence or term and does not have a probation term to follow their incarceration.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
LANG-9027	Flex Cuffs	Flex Cuffs – Temporary restraints made of flexible material to be used during emergency situations or when other restraints are unavailable.	1/28/2026
DOCP-1266	Food Service	Food Service – Food and dairy facilities and equipment related to food product preparation including, but not limited to, the dairy milking parlor, dairy processing personnel, and dining and food preparation areas.	1/28/2026
MWPP-6291	Food Service Staff	Food Service Staff – Staff who plan menus, order food products, and prepare the food that offenders consume.	1/28/2026
MSP-5760	Forcible Felony	Forcible Felony – Any felony that involves the use or threat of physical force or violence against any individual.	1/28/2026
DOCP-1268	Forensic Information	Forensic Information – Physical or psychological data collected from an offender that may be used against the offender in disciplinary or legal proceedings.	1/28/2026
DOCP-1269	Fraudulent Acts	Fraudulent Acts – Intentional, deceptive acts made for personal gain or that cause financial or other loss to another individual, the Department, or the State of Montana.	1/28/2026
MSPG-5208	Garbage	Garbage – All garbage, rubbish, and other decomposable and non-decomposable solid waste except liquid waste normally discharged into sewers from the facility buildings, residences, and grounds.	1/28/2026
DOCP-1272	Garrity Warning	Garrity Warning – Formal advisement given to an individual during an administrative investigation when potential for criminal charges may exist. Neither the individual's answers nor the fruits of those answers may be used against the individual in a subsequent or concurrent criminal prosecution.	1/28/2026
CORGC-9083	Gate Money	Gate Money – Monetary benefit provided to eligible inmates at the time of discharge or parole from the custody of a secure adult facility.	1/28/2026
DOCP-1274; FPB-2262	Gender Responsive	Gender Responsive – Acknowledging the role of gender in how offenders engage in criminal behavior and respond to conditions of confinement or community supervision and treatment approaches, and creating an environment based on safety, respect, and dignity.	1/28/2026
MSP-5761	General Issue Keys	General Issue Keys – Keys that are available to all staff members to check out if they are authorized to chit out keys.	1/28/2026
CORGC-9281	General Mail	General Mail – All mail not otherwise considered legal or privileged mail.	1/28/2026
LANG-9031	General Population	General Population – All inmates except Administrative Segregation, Pre-Hearing Confinement, Detention, Infirmary, Reception, or Special Management.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0253	Global Fund	Global Fund – Pooled annual contributions of inmate welfare accounts from each secure facility based on inmate population and funds available; funds provide release assistance to eligible inmates upon discharge or parole and may be used as financial assistance to facilities for implementation of projects that benefit inmates directly; these funds may be reviewed by inmate representatives when appropriate.	1/28/2026
DOCP-1734	Good Standing	Good Standing – Employees are in good standing if they do not have discipline in their file within 12 months and are not on a plan of improvement.	1/28/2026
CG-0256	Good Time Credit	Good Time Credit – The number of days an offender may receive as a credit on the offender's sentence.	1/28/2026
CG-0263	Group Home	Group Home – A residential facility that operates in a home-like setting designed to provide supervision, counseling, and other services to housing a specific type of detainee, sentenced individual, or an individual released from incarceration.	1/28/2026
DOCP-1283	Harassment	Harassment – Harassment, including sexual harassment, is offensive and unwelcome conduct including, but not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, and offensive objects or pictures, based upon the offender's race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, national origin, or other protected class, or in retaliation against an offender because the offender has opposed any discriminatory practices or because the offender has filed a complaint, testified, assisted, or participated in any manner in a discrimination investigation or proceeding.	1/28/2026
MSP-5290	Hazardous Material (HAZMAT)	Hazardous Material (HAZMAT) – Any element, chemical compound, or mixture of elements or compounds that may constitute a physical, health, or major environmental hazard as defined by law.	1/28/2026
MSP-5288	Hazardous Material Emergency	Hazardous Material Emergency – An actual/potential hazardous material spill, or release that could threaten public health or the environment and requires an emergency response to mitigate the conditions.	1/28/2026
MSP-5291	HAZMAT Emergency Response	HAZMAT Emergency Response – A coordinated response effort by employees from outside the immediate release area, or by outside responders (memorandum of understanding groups, local fire departments, etc.), to an occurrence that results in, or is likely to result in, an uncontrolled hazardous material spill or release.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
MSP-5292	HAZMAT Safety Officer	HAZMAT Safety Officer – A designated person trained to recognize hazardous materials and ensure safe practices are followed in the use and storage of HAZMAT. This includes oversight of compliance and safety inspections and conducting related training.	1/28/2026
MSP-5293	Health Assessment and Physical Examination (H&P)	Health Assessment and Physical Examination (H&P) – A head-to-toe history and physical performed by a physician, physician assistant, nurse practitioner, or other practitioner as permitted by law. The health assessment is the process whereby the health status of an individual is evaluated, including questioning the patient regarding symptoms. The physical examination is an objective, hands-on evaluation of an individual. This evaluation includes the inspection, palpation, auscultation, and percussion of a patient's body to determine the presence or absence of physical signs of disease.	1/28/2026
DOCP-1294	Health Checks	Health Checks – Face-to-face encounters with the segregated offender to ascertain medical and mental health status and provide an opportunity for the inmate to request health care.	1/28/2026
DOCP-1301	Health Insurance Portability and Accountability Act (HIPAA)	Health Insurance Portability and Accountability Act (HIPAA) – Defines nationally recognized standards for the use and disclosure of an individual's health information.	1/28/2026
FPB-2062	Health Policy Team	Health Policy Team – A team that may consist of the Bureau Chief, Medical Director, Dental Director, Behavioral Health Director, Managed Care RN, Designated Health Authority, Mental Health Representative, and Program Manager.	1/28/2026
FPB-2290	Health Screening	Health Screening – A process of structured inquiry and observation intended to identify any potential emergency situations and to ensure those offenders with known illnesses and/or on medication are identified for further assessment and continued treatment.	1/28/2026
CG-0266	Health Services Bureau (HSB)	Health Services Bureau (HSB) – The bureau within the Department responsible for the overall health care functions of medical, dental, mental health, vision, and nutrition for all programs and facilities.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-1286; HSG-1031	Health Care	Health Care – The sum of all actions, preventive and therapeutic, taken for the physical and mental well-being of a population. Health care includes medical, dental, mental health, vision, nutrition, and other ancillary services, as well as maintaining clean and safe environment conditions.	1/28/2026
DOCP-1287	Health Care Liaison	Health Care Liaison – May be custody staff or an individual who is not a qualified health care professional who is instructed by the responsible physician or designee in limited aspects of health care coordination.	1/28/2026
DOCP-1289	Health Care Record	Health Care Record – Documentation by health care staff of preventive and clinical offender health care services.	1/28/2026
DOCP-1290; HSG 1033	Health Care Request	Health Care Request – A verbal or written request for medical, dental, vision, or mental health services.	1/28/2026
CORGC-9087	Health Care Request Form (HCR)	Health Care Request Form (HCR) – The form, paper or electronic, utilized by inmates to request health care, that is received and reviewed by qualified health care staff, who act on the request for attention.	1/28/2026
HSB-9015	Health Care Staff	Health Care Staff – All full-time, part-time, and per diem qualified health care professionals as well as administrative support staff (for example, health records staff, lab technicians, and nursing and medical assistants).	1/28/2026
CORGC-9091	Health Care Thresholds	Health Care Thresholds – The expected level of performance (of aspects of Health Care) established by the quality improvement committee.	1/28/2026
HSG-1035	Health Care Unit Services	Health Care Unit Services – The full complement of facility Health Care services that may range from infirmary care to sick call and include appropriate referrals.	1/28/2026
CORGC-9094	Hearings Officer	Hearings Officer – A Department employee who, as an impartial person, conducts hearings for offenders on community supervision, in a community corrections program/facility, or in a secure facility.	1/28/2026
DOCP-1300	High School Equivalency	High School Equivalency – A battery of tests, such as the HiSET or GED, that measures a person's academic skills as compared to a high school graduate.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
LANG-9035	High Severity of Offense	High Severity of Offense – Crimes that are so heinous in nature that good correctional practice requires a higher custody or level of supervision. Crimes must be identified on a case-by-case basis, but inmates convicted of crimes such as homicide/murder, torture, rape, second conviction for violent offense, and other crimes involving extreme brutality or extreme violence are examples. Generally, inmates with a current conviction in the high to highest severity category that scores 5 or more points on the classification instrument in the Most Serious Current Conviction section will meet the requirement of high severity of offense.	1/28/2026
MSP-5762	High-Profile Inmate	High-Profile Inmate – An inmate whose case presents the potential for attracting publicity or other attention if the inmate is in the community.	1/28/2026
MSP-5310	High-Ranking Staff Member	High-Ranking Staff Member – At secure facilities, the Warden, Deputy Warden, Associate Wardens, Bureau Chiefs, Captains, Lieutenants and Staff Sergeants.	1/28/2026
MSP-5763	High-Risk Inmate	High-Risk Inmate – Any inmate with a need for a special housing assignment, additional or altered supervision, or other atypical handling such as ADA.	1/28/2026
PPB-3288	High-Risk Sexual Offender	High-Risk Sexual Offender – A person 18 years of age or older designated as a sexually violent predator under 46-23-509, MCA, who committed a sexual offense against a victim 12 years of age or younger.	1/28/2026
PPB-3294	Home	Home – The temporary or permanent residence of an offender consisting of the actual living area approved by the supervising authority. When more than one residence or family are located on a single piece of property, the term does not include the residence of any other person who is not part of the social unity formed by the offender's immediate family.	1/28/2026
PPB-3297	Home Arrest	Home Arrest – The use of a person's home for purposes of confinement and home arrest procedures and conditions. It does not include intensive supervision by the Department.	1/28/2026
CORGC-9179	Housing Unit	Housing Unit – A self-contained living area; staff members have decision-making authority for institutional programming and living conditions for assigned offenders within broad rules, policies, and guidelines established by the Department and/or Facility Administrator.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0276	Housing Unit Disciplinary Team (HUDT)	Housing Unit Disciplinary Team (HUDT) – A one or two-member team of unit staff appointed by the Unit Manager to conduct minor infraction disciplinary hearings or Waiver of a Hearing/Agreement.	1/28/2026
CG-0277	Ignition Interlock	Ignition Interlock – A technological device that limits access to or prohibits motor vehicle operation if the driver has been drinking. This technological device logs activity on the device and tracks violations.	1/28/2026
MSP-5318	Immediate Corrective Guidance	Immediate Corrective Guidance – A form of progressive discipline in lieu of a rule infraction report.	1/28/2026
CORGC-9103	Immediate Family Member	Immediate Family Member – An offender's legal spouse, natural or adoptive parents and children, siblings, grandchildren, grandparents, corresponding in-law, or person/legal guardian documented as being primarily responsible for raising the offender, a person verified as being primarily responsible for raising the offender's child or children in the absence of a parent, and any other member of the offender's household as determined by facility or Department staff.	1/28/2026
DOCP-1310; MSP-5323	Immediate Use of Force	Immediate Use of Force – Use of force when time and circumstances do not permit advance planning, consultation, or approval by a high-ranking staff member.	1/28/2026
PPB-3306	Inactive Offender Case Record	Inactive Offender Case Record – The hard copy field file of an offender no longer under the supervision of Probation and Parole or Interstate Compact. Also referred to as “dead file.”	1/28/2026
CORGC-9107	Incident	Incident – Any event, circumstance, or behavior that could potentially jeopardize staff, offenders, or visitors or affect operations, safety, or security or constitute one or more rule violations.	1/28/2026
DOCP-1315	Incident Analysis Team	Incident Analysis Team – Individuals appointed by the local safety coordinator to analyze incidents or accidents and to determine appropriate courses of action.	1/28/2026
DOCP-1316	Incident Commander (IC)	Incident Commander (IC) – The individual with overall authority and responsibility for conducting incident activities and managing operations at the incident site.	1/28/2026
DOCP-1318	Inclusion Zone	Inclusion Zone – A feature of satellite-based monitoring that determines an area in which the offender is required to stay for predetermined periods of time (for example, home, work, or rehabilitation programs).	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CORGC-9111	Independent Study	Independent Study – Assigned or approved individual study opportunities such as correspondence courses, reading material, audio/video, and web-based training. Independent study must have supervisor's prior approval and be documented by supervisor prior to entry into the training record.	1/28/2026
CG-0287	Indictment	Indictment – A document that outlines the charge or charges against a defendant.	1/28/2026
MSP-5333	Individual Movement	Individual Movement – Scheduled or non-scheduled movement of a single inmate to different but authorized areas.	1/28/2026
MSP-5334	Individualized Adjustment Plan (IAP)	Individualized Adjustment Plan (IAP) – Case plan that specifically outlines expected behaviors for an inmate placed in Step-Down Program. The IAP is composed of behavioral and programmatic requirements that relate specifically to the inmate's behavior that resulted in the placement to Administrative Segregation.	1/28/2026
DOCP-1323	Individualized Education Program (IEP)	Individualized Education Program (IEP) – A document that guides the delivery of special education supports and services.	1/28/2026
MSP-5336	Industry Compound	Industry Compound – The area at MSP that includes the MCE Industries, the MCE Vocational Education Program, and the MSP/MCE Maintenance operations within a fenced perimeter, which is adjacent to the secure fenced perimeter.	1/28/2026
MSPG-5233	Industry Programs	Industry Programs – Programs established to provide jobs and/or training for inmates during incarceration.	1/28/2026
HSG-1039	Infection Control Committee	Infection Control Committee – A committee that may include, but is not limited to, health care professionals, maintenance, laundry workers, and other staff as deemed appropriate by the facility.	1/28/2026
MSP-5337	Infirmary Level Care	Infirmary Level Care – Care provided to patients with an illness or diagnosis that requires daily monitoring, medication and/or therapy, or assistance with activities of daily living at a level needing skilled nursing intervention.	1/28/2026
MSP-5338	Infirmary Observation	Infirmary Observation – Two levels of inmate observation (Level 1 and Level 2 Observation) are provided in the infirmary in rooms South Isolation 7 (SI 7) and South Isolation 6 (SI 6). Infirmary observation is not an alternative to disciplinary segregation. Infirmary observation is not seclusion because the cells are not isolated from the infirmary, are within the infirmary, and are readily accessible to health care personnel. Health care personnel are within visual and auditory reach of the infirmary observation cells at all times.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
MSP-5339	Inflammatory Agent	Inflammatory Agent – A substance classified as an inflammatory agent that affects the mucous membranes and the upper respiratory system, such as Oleoresin Capsicum (OC), also known as pepper spray.	1/28/2026
DOCP-1355	Information Technology Purchase Request (ITPR)	Information Technology Purchase Request (ITPR) – The Department form used to request the acquisition, installation, and use of IT resources, such as software or hardware.	1/28/2026
DOCP-1326	Informed Consent	Informed Consent – An offender's verbal, written, or electronic agreement to treatment, examination, or procedure after the offender receives the material facts about the nature, consequences, and risks of proposed treatment including alternatives to it and the risks if the proposed action is not undertaken.	1/28/2026
PPB-3315	Initial “On-Site” Hearing	Initial “On-Site” Hearing – A formal administrative hearing conducted at the site of the alleged violation or arrest to determine if there is probable cause or reasonable grounds to believe a parolee or interstate offender violated conditions of supervision. 46-23-1024, MCA.	1/28/2026
CG-0292	Initial Appearance	Initial Appearance – Those offenders who have been certified by prison records to have served the minimum time necessary to be eligible for parole consideration on a term of imprisonment as directed by a District Court.	1/28/2026
DOCP-1327	Initial Response Team	Initial Response Team – Regardless of local title, the group of personnel trained to be first responders to situations that compromise safety and security.	1/28/2026
DOCP-1328	Injury	Injury – As defined in 39-71-119(1) and (2), MCA: (1)(a) internal or external physical harm to the body that is established by objective medical findings; (b) damage to prosthetic devices; (c) damages to appliances, except for damage to eyeglasses, contact lenses, dentures, or hearing aids; or (d) death. (2) An injury is caused by an accident.	1/28/2026
CG-0295	Inmate	Inmate – A term often used to denote an individual convicted of an offense and committed to the care, custody, and control in a jail, prison/secure facility, or community corrections setting.	1/28/2026
DOCP-1330	Inmate Communications Committee	Inmate Communications Committee – Department committee tasked with providing direction and oversight for all services provided under the current inmate communications contract. This committee has representation appointed by the Director's office and each Division Chief. This committee appoints the committee chair.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-1331	Inmate Computer Network (ICON)	Inmate Computer Network (ICON) – Department network that provides computer and resource access for inmate work and education programs.	1/28/2026
MSP-5348; MSP-5350	Inmate Organization	Inmate Organization – A group of inmates who are pre-allowed to participate in approved activities in accordance with the Department and Division mission. Religious, cultural, treatment, recreational, or other services provided by the facility are not considered to be inmate organizations. An inmate organization may include properly approved persons from the community who act on a volunteer basis or in a volunteer capacity.	1/28/2026
MSP-5907	Inmate Peer Mentor	Inmate Peer Mentor – An inmate selected and trained by staff to support Severe Mental Illness (SMI) inmates and those placed on Suicide Watch. Mentors may be used to supplement the 15-minute random and staggered cell front checks conducted by staff during Close Watch. The use of a Peer Mentor does not substitute or diminish any required observation of the inmate by staff.	1/28/2026
LANG-9037	Inmate Peer Mentor Hiring Panel	Inmate Peer Mentor Hiring Panel – Composed of the onsite Mental Health Manager or designee, housing unit Lieutenant or designee, and case manager for assigned unit. They will interview inmates interested in the position once they have passed the screening.	1/28/2026
DOCP-1332	Inmate Representatives	Inmate Representatives – Inmates approved by the facility administrator to represent the offender population.	1/28/2026
MSP-5352	Inmate Telephone System	Inmate Telephone System – The system authorized by the Department to facilitate inmate telephone calls.	1/28/2026
CORGC-9264	Inmate Welfare Funds (IWF)	Inmate Welfare Funds (IWF) – The account in the state special revenue fund that is the repository for net proceeds from inmate canteen purchases, cash proceeds from the disposition of confiscated contraband, and any public money held for the needs of inmates and not otherwise allocated; also referred to as Inmate Welfare Account.	1/28/2026
CORGC-9267	Inmate Worker	Inmate Worker – An offender who is placed in a Community Corrections Facilities and Programs Bureau program or secure facility program for a work assignment in a manner consistent with applicable policy and procedures.	1/28/2026
MSP-5358	Inside Inmate Work Crew	Inside Inmate Work Crew – Inmates working assigned jobs inside the double fenced compound.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-1335	Inspection Zone	Inspection Zone – A well-defined (demonstrated by tape, paint, rope barrier, etc.) area around the full-body scanner where no unauthorized individuals are granted access during the operation of the device to control unnecessary exposure to radiation.	1/28/2026
CG-0300	Intensive Supervision Program (ISP)	Intensive Supervision Program (ISP) – Community supervision of an individual that requires daily or frequent reporting to a Probation and Parole Officer, along with participation in other programs and adherence to other monitoring requirements. Provides increased supervision of offenders in the community, including drug and alcohol monitoring; uses electronic monitoring, including GPS technology; increases emphasis on offender accountability, including employment and treatment options where necessary.	1/28/2026
DOCP-1336	Interagency Agreements	Interagency Agreements – Arrangements entered into and negotiated by two or more governmental units or agencies.	1/28/2026
CG-0301	Intermediate Sanctions	Intermediate Sanctions – A range of sentencing options from least restrictive to scaling up to more restrictive, including brief periods of incarceration.	1/28/2026
DOCP-1338	Internal Control	Internal Control – A process designed to provide reasonable assurance that the objectives of reliable financial reporting, effective and efficient operations, and compliance with laws and regulations are achieved. The process encompasses the control environment, the identification and analysis of risks, control activities, information and communications within and outside the organization, and monitoring of the process over time.	1/28/2026
DOCP-1343	Internal Evacuation	Internal Evacuation – Organized, phased, and supervised withdrawal, dispersal, or removal of staff, visitors, and offenders from dangerous or potentially dangerous areas, and the relocation of those individuals in safe areas within the Department-owned property on which the incident occurred.	1/28/2026
CG-0310	Internal Investigation Warning	Internal Investigation Warning – Formal notice given to a staff member by an assigned investigator or approving authority that the staff member's refusal to cooperate and respond truthfully to questions in an administrative investigation is deemed insubordination and may result in disciplinary action up to and including discharge.	1/28/2026
MSP-5361	Internal Revenue Service (IRS) Blue Bag Program	Internal Revenue Service (IRS) Blue Bag Program – Inmate federal tax filing program that directs how inmate tax returns must be mailed, processed, and reviewed by secure facilities.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CORGC-9114	Interns	Interns – Persons who provide service(s) through an intern program within the Department.	1/28/2026
CORGC-9203	Intersex	Intersex – A person whose sexual or reproductive anatomy or chromosomal pattern does not fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.	1/28/2026
CG-0312	Interstate Case State	Interstate Case State – The state of interest/stewardship of an Interstate Offender concerning Interstate Compact cases.	1/28/2026
CG-0303	Interstate Compact	Interstate Compact – The Interstate Commission for Adult Offender Supervision (ICAOS) was created to promote cooperation and coordination among the states and U.S. Territories in the transfer of supervised offenders across state boundaries. The ICAOS provides oversight and assistance in administering the Interstate Compact for Adult Offender Supervision, which was approved in 2002.	1/28/2026
PPB-3303	Interstate Compact Offender Tracking System (ICOTS)	Interstate Compact Offender Tracking System (ICOTS) – A web-based application that allows ICAOS member states to facilitate all compact business processes and other case-based activities.	1/28/2026
CG-0304	Interstate Compact Pending [Correctional Status]	Interstate Compact Pending [Correctional Status] – A Correctional Status indicating that an offender is applying for Interstate Compact Status within Montana. The offender is placed on Interstate Compact Pending (the offender is normally not physically reporting to a Probation and Parole Office) status while the Probation and Parole Office and Interstate Compact Office investigate the possibility of the offender being supervised in Montana.	1/28/2026
CORGC-9117	Intervention Hearing	Intervention Hearing – An informal administrative hearing conducted when a Probation and Parole Officer reasonably believes that an offender has violated conditions of supervision while in the community or in an FPB contract facility. 46-23-1015, MCA.	1/28/2026
DOCP-1347	Intrasystem Transfers	Intrasystem Transfers – Offenders being transferred from one facility to another within the same correctional authority's system.	1/28/2026
MSP-5365	Invasive Care	Invasive Care – Care above and beyond “routine care”; for example, invasive procedures including surgeries, invasive diagnostic testing, dental extractions or reconstructive work, and inpatient/outpatient surgeries that would require consent in a community setting.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-1348	Investigation	Investigation – A formal fact-finding activity for the specific purpose of addressing complaints or allegations. Investigations may include, but are not limited to: interviews, surveillance, and review of electronic and paper records, correspondence, and other information storage devices.	1/28/2026
DOCP-1351	Investigations Bureau Chief	Investigations Bureau Chief – The contact responsible for delegating all Department-initiated criminal investigations, supervising all aspects of criminal investigations, and coordinating with and acting as a liaison to criminal justice agencies.	1/28/2026
DOCP-1353	Investigator	Investigator – A designated Department employee assigned to conduct an official investigation of a complaint, incident, or report affecting the safety and security of Department employees, offenders, or visitors.	1/28/2026
CG-0320	Jail Direct Supervision	Jail Direct Supervision – A type of jail design where the jail officer is placed inside the inmate housing unit with no physical barriers.	1/28/2026
CG-0321	Jail Services	Jail Services – Services offered to inmates to aid in rehabilitation or to provide assistance, such as health care, food services, recreation, mail, commissary, barber, property, and libraries.	1/28/2026
CORGC-9218	Keep on Person (KOP) Medication	Keep on Person (KOP) Medication – A designation for a medication approved by a provider/facility for an inmate to keep in the inmate's possession and self-administer as prescribed.	1/28/2026
MSP-5766	Key Control Officer	Key Control Officer – Responsible for all repairs and maintenance of keys, locks, and locking devices.	1/28/2026
LANG-9041	Kinetic Stunning Device	Kinetic Stunning Device – A projectile(s) delivered to inflict blunt force designed to temporarily incapacitate. These devices may be delivered by use of firearms.	1/28/2026
FPB-2334	Law Enforcement Agency of Jurisdiction (LEAJ)	Law Enforcement Agency of Jurisdiction (LEAJ) – The government agency, for example, state, federal, sheriff's office, or local police department, operating within their defined area of responsibility.	1/28/2026
MSP-5374	Lay Advisor	Lay Advisor – An individual appointed by the Mental Health Services Manager who can advocate for the inmate in the presentation of the inmate's arguments and who can understand and represent the inmate's rights and interests during Involuntary Psychotropic Medication Hearing proceedings. The lay advisor should have an understanding of mental health issues but should not be involved in the inmate's treatment.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CORGC-9125	Legal Incarceration Documents	Legal Incarceration Documents – Documents required to legally incarcerate inmates at a secure facility including but not limited to: a certified Judgment, certified order of incarceration, Verifications of Commitment (VOCs), Secure Placement Requests (SPRs), and Administrative Transfers (ATs).	1/28/2026
CORGC-9277	Legal or Privileged Mail	Legal or Privileged Mail – Confidential communication directly: a. between an inmate and an attorney (to seek or provide legal services); b. from an inmate to a court; c. to any individual or entity designated to receive Prison Rape Elimination Act (PREA) communications; or d. from Department legal counsel or outside legal counsel representing the Department.	1/28/2026
FPB-2346	Length of Stay (LOS) Extension Request	Length of Stay (LOS) Extension Request – An extension requested by a facility for an offender already in the program.	1/28/2026
CG-0336	Less Lethal Force	Less Lethal Force – Physical force not intended nor reasonably expected to cause serious injury or death.	1/28/2026
MSP-5767	Less Lethal Munitions	Less Lethal Munitions – Weapons or devices that are intended to be less likely to kill a living target than are traditional firearms.	1/28/2026
CG-0337	Lethal Force	Lethal Force – Force that may reasonably be expected to cause serious injury or death.	1/28/2026
DOCP-1363; HSG-1042	Level 1 Mental Health Assessment	Level 1 Mental Health Assessment – A standardized mental health screening process utilizing evidence-based tools and an interview by mental health staff to promptly identify and refer offenders who have significant mental health needs.	1/28/2026
MSP-5377	Level 1 Observation	Level 1 Observation – More restrictive of the two infirmary observation levels. Level 1 is reserved for inmates who are actively suicidal, either threatening or engaging in suicidal behavior. Level 1 Observation is used when an inmate is agitated, threatening, or poses an imminent risk of harm to self or others, and the use of the locked housing unit isolation cell is not indicated.	1/28/2026
DOCP-1364; HSG-1043	Level 2 Mental Health Evaluation	Level 2 Mental Health Evaluation – An interview conducted by a Qualified Mental Health Professional (QMHP) to identify an individual's current mental health status and mental health treatment needs, as well as history of mental illness and psychosocial factors across multiple domains of life.	1/28/2026
MSP-5378	Level 2 Observation	Level 2 Observation – The least restrictive of the two infirmary observation levels.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CORGC-9261	Licensed Addiction Counselor (LAC)	Licensed Addiction Counselor (LAC) – Health professionals who are licensed to advise individuals with alcoholism or other types of drug addiction to support their recovery.	1/28/2026
CORGC-9129	Life-Altering Event	Life-Altering Event – Any significant happening in an offender's life that would impact two or more domain areas. These impacts can be both positive or negative. Examples of a positive event that could impact two or more domains are completion of programming and establishing stability in employment. Examples of a negative event that could impact two or more domains are job loss and removal from programming / treatment.	1/28/2026
DOCP-1367	Line of Duty Death	Line of Duty Death – The death of an active or reserve public safety or peace officer that occurs accidentally or feloniously while performing work-related functions.	1/28/2026
CG-0342	Local Law Enforcement Officer	Local Law Enforcement Officer – An employee of a local law enforcement agency who is an officer sworn to carry out law enforcement duties and normally carries a firearm. Examples are sheriffs, deputy sheriffs, chiefs of police, city police officers, etc.	1/28/2026
MSP-5769	Lockdown	Lockdown – Securing all or a portion of the inmate population in cells or designated holding/staging areas usually followed with a count of staff, visitors, and inmates.	1/28/2026
MSP-5770	Locking Device	Locking Device – A mechanical component that prevents mated shafts and other machine elements from moving out of position when subjected to external forces.	1/28/2026
MSP-5381; MSP-5771; MWPP-6405; MWPP-6407	Logbook	Logbook – The official record of daily activities in an assigned area.	1/28/2026
DOC-9015	Mail	Mail – All mail including physical and electronic correspondence, publications, and packages.	1/28/2026
CG-0347	Maintenance Facility	Maintenance Facility – The location where vehicles are maintained and maintenance records and reports are compiled and available for audit purposes.	1/28/2026
MSPG-5253	Major Emergency	Major Emergency – An emergency that is life-threatening, was not contained by on-duty staff, and/or required the assistance of off-duty staff or outside personnel.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0348; MWPP-6415	Major Infraction	Major Infraction – A misconduct violation that, in the judgment of the investigating staff member, is considered more serious than a minor infraction. Major infractions may be violations of state or federal criminal law.	1/28/2026
CG-0349; DOCP-1371	Major Life Activities	Major Life Activities – Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.	1/28/2026
MSP-5772	Make the Weapon Hot	Make the Weapon Hot – The staff member will prepare their firearm for service, for example, chamber a round and make the weapon safe.	1/28/2026
DOCP-1372; FPB-2350; HSG-1044	Managed Care	Managed Care – A health care delivery system designed to balance quality of services, access to care, and containment of costs.	1/28/2026
CG-0352; DOCP-1373; DOCP-1374; FPB-2354; HSG-1045	Managed Care RN	Managed Care RN – Coordinates the health care delivery system by cost containment efforts and utilization review for all offenders residing in Department facilities.	1/28/2026
CG-0354; DOCP-1376	Mandatory Savings	Mandatory Savings – Funds deducted from an inmate's net pay, deposited into the offender's savings account, and held for disbursement upon discharge or parole.	1/28/2026
DOCP-1378	Man-Down Drill	Man-Down Drill – A simulated or actual health care emergency affecting one individual who requires immediate attention. It involves life-threatening situations commonly experienced in correctional settings.	1/28/2026
DOCP-1379	Mass Disaster Drill	Mass Disaster Drill – A simulated emergency potentially involving mass disruption and multiple casualties that require triage by health staff. It frequently involves a natural disaster (for example, tornado, flood, earthquake), and internal disaster (for example, riot, arson, kitchen explosion), or an external disaster (for example, mass arrests, bomb threat, power outage). If there is an actual event, the requirement for mass casualties is not required.	1/28/2026
CG-0359; DOCP-1380	Master Property List	Master Property List – A standardized list of allowable offender personal property items applicable to Department and contracted adult secure facilities.	1/28/2026
DOCP-1382; MSPG-5258	Material Safety Data Sheet (MSDS)	Material Safety Data Sheet (MSDS) – Written precaution statement specific to a hazardous material with provisions for handling, storage, first aid, disposal, and decontamination. <i>See Safety Data Sheet (SDS).</i>	1/28/2026
LANG-9049	Mechanical Restraint	Mechanical Restraint – A device such as handcuffs, belly chains, and leg irons.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-9001	Medical Clearance	Medical Clearance – Documented clinical assessment of medical, dental, and mental status before an individual is admitted into a facility. The clearance may come from an on-site qualified health care professional or through an off-site qualified health care professional.	1/28/2026
FPB-2366	Medical Director	Medical Director – The physician(s) designated by the HSB Chief to oversee clinical practice decisions requiring medical judgments for offenders under Department jurisdiction.	1/28/2026
CORGC-9133	Medical Discharge Planning	Medical Discharge Planning – The process of providing sufficient medications and arranging for necessary follow-up health services before the inmate's release to the community.	1/28/2026
DOCP-1388	Medical Isolation	Medical Isolation – Housing in a separate room with a separate toilet, handwashing facility, soap, and single-use towels, and with appropriate accommodations for showering.	1/28/2026
MWPP-6423; MWPP-6425	Medical Personnel	Medical Personnel – Any Department or contracted staff member assigned to the Medical Unit.	1/28/2026
HSB-9027	Medical Review Panel (MRP)	Medical Review Panel (MRP) – A panel of qualified health care professionals that is composed of the Health Services Bureau Chief, Medical Director, at least two additional health care QHCPs (one of whom must be a physician), and the Department managed care RNs, all of whom are designated to review complex health care cases and health care topics relevant to the patient population under the care and custody of the Department.	1/28/2026
DOCP-1394	Medical Screening	Medical Screening – A component of a medical surveillance program with an emphasis on clinical prevention activities.	1/28/2026
DOCP-1395	Medical Surveillance	Medical Surveillance – A prevention-oriented public health assessment and analysis of health information in a population exposed to specific health risks, usually related to specific activities (for example, occupation).	1/28/2026
DOCP-1397	Medical Urine Drug Screen (UDS)	Medical Urine Drug Screen (UDS) – Clean catch urine specimen sent to a contracted lab facility for independent testing and results.	1/28/2026
CORGC-9265	Medication Assisted Treatment (MAT)	Medication Assisted Treatment (MAT) – The use of medications, in combination with counseling and behavior therapies, to provide a "whole-patient" approach to the treatment of substance use disorders. The program is clinically driven and tailored to meet each patient's needs. Medications used in MAT are approved by the Food and Drug Administration.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
HSB-9031	Medication Box	Medication Box – An offender-specific labeled box that holds medications, stored in a secure area within a housing unit for the inmate to self-administer under the supervision of correctional staff.	1/28/2026
MSP-5406	Medication Mailbox	Medication Mailbox – A locked mailbox located in the housing units that secures and holds pre-setup medication boxes. All housing units with the exception of the Martz Diagnostic Intake Unit and the two Restricted Housing Units have the medication mailbox system.	1/28/2026
LANG-9035	Mental Disorder	Mental Disorder – Exhibiting impaired emotional, cognitive, or behavioral functioning that interferes seriously with an individual's ability to function adequately except with supportive treatment or services. The individual must also have or have had within the past year exhibited signs and symptoms of a mental disorder. <i>See MCA 53-21-102</i> . Specific classifications of mental disorders are elaborated in the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders and are to be designated by a Qualified Mental Health Professional (QMHP).	1/28/2026
DOCP-1403; HSG-1053	Mental Health Clearance	Mental Health Clearance – A documented clinical assessment of mental status before an individual is classified and assigned a housing unit.	1/28/2026
HSG-1054	Mental Health Education	Mental Health Education – Instructions on reducing relapse, using medications effectively, medication side effects, coping with stress, coping with problems and symptoms, building social supports, advocating for effective treatments, and other information to help individuals develop personalized strategies for managing mental illness and achieving goals.	1/28/2026
LANG-9053	Mental Health Emergency	Mental Health Emergency – Prisoner behavior that is inappropriate due to mental illness such as a thought disorder or a major mood disorder, attempted suicide, or self-injury and that demonstrates a high risk for immediate danger to self or others or serious destruction of property.	1/28/2026
DOCP-1407	Mental Health Programs	Mental Health Programs – Organized outpatient interventions, time-limited or ongoing, that include individual or group interventions for offenders regardless of their housing assignment.	1/28/2026
LANG-9057	Mental Health Services	Mental Health Services – The sum of all actions taken for the mental well-being of the offender population, including a range of diagnostic, treatment, and follow-up services.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-1411	Mental Health Staff	Mental Health Staff – Qualified Mental Health Professionals (QMHPs) and mental health trained correctional staff who have received instruction and supervision in identifying and interacting with individuals in need of mental health services.	1/28/2026
CG-0369; MWPP-6439	Minor Infraction	Minor Infraction – A misconduct violation that does not have serious inmate and institutional management implications.	1/28/2026
CG-0371; CG-0378; DOCP-1415	Miscellaneous Revenues	Miscellaneous Revenues – Revenue generated from food sales and cash proceeds from the sale of confiscated contraband.	1/28/2026
PPB-3351	Misconduct	Misconduct – Alleged staff violations of state and/or Department rules, policies, or procedures, and/or state or federal law.	1/28/2026
FPB-2370	Misconduct Violations	Misconduct Violations – Separated into 3 categories with appropriate interventions for each category: <i>Class I Offense</i> – A very serious misconduct or rule violation that has jeopardized or could jeopardize the safety and security of the community or FPB program/facility. These violations may be a felony and may be prosecuted in a court of competent jurisdiction. <i>Class II Offense</i> – A serious misconduct or rule violation that poses a threat to the community and/or violates a major program/facility rule. <i>Class III Offense</i> – Misconduct or rule violation that by itself is determined to not jeopardize the offender's status or seriously violate program/facility rules. These violations are considered less serious but have the potential to pose a risk to the community or the offender.	1/28/2026
CG-0373	Misdemeanor	Misdemeanor – A crime (for example, petty theft, prostitution, public intoxication, simple assault, vandalism, etc.) that can be generally punished by a sentence of no more than twelve months of incarceration or community corrections supervision.	1/28/2026
CG-0374; CG-0381; DOCP-1416	Mistreatment	Mistreatment – Actions that violate the human rights of offenders including unwarranted physical acts and acts that adversely affect offender mental or emotional well-being including abusive treatment such as threats, harassment, cursing, and shouting.	1/28/2026
CG-0375	Mitigating Factors	Mitigating Factors – Extenuating elements present in a crime that the judge can take into account at the time of sentencing, which may result in a lesser sentence.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0382; CG-0384	Mobile Device Management	Mobile Device Management – Mobile device configured so that the Enterprise Security Configuration (ESC) controls the security of the device such as password resets, timeouts, encryption, Bluetooth, etc. It allows the SITSD Infrastructure Administrators to erase information and all removable media in the event the device is lost or stolen.	1/28/2026
FPB-2374; PPB-3357	Modified Therapeutic Community Model	Modified Therapeutic Community Model – Drug-free residential group settings used in correctional populations that are organized and structured to simulate a healthy family environment, while holding offenders accountable for their criminal conduct. The model teaches offenders how to live and function within the larger society and their own families in a sober and pro-social manner and demonstrates the ripple effects of unwise behavior, instills constructive conduct, and improves communication skills.	1/28/2026
DOCP-1419; PPB-3360	Moniker	Moniker – A slang expression used as a nickname for a security threat group (STG) member to denote membership.	1/28/2026
PPB-3363	Monitoring Device	Monitoring Device – An electronic device or apparatus capable of recording or transmitting information concerning the offender's presence in or absence from the home. The device may include an apparatus for testing the offender's breath for the presence of alcohol. A telephone alone is not a monitoring device.	1/28/2026
CG-0385	Monitoring Instrument	Monitoring Instrument – An internal document designed as a policy- and standards-based checklist to assess division, facility, or program compliance with Department policies, facility operational procedures, contractual obligations, and statutory requirements.	1/28/2026
CG-0386	Monitoring Review	Monitoring Review – A review and inspection of all Department and contracted division, facility, or program operations to assess compliance with Department policies, operational procedures, and contractual obligations.	1/28/2026
DOCP-1421; PPB-3345	Montana Analysis and Technical Information Center (MATIC)	Montana Analysis and Technical Information Center (MATIC) – Multi-agency entity operating through the Montana Department of Justice that collects, stores, and analyzes crime information and disseminates information to first responders, law enforcement leaders, and government officials.	1/28/2026
DOCP-1423	Montana Correctional Enterprises (MCE)	Montana Correctional Enterprises (MCE) – Operates offender work and training programs at Department and contract facilities, including agriculture, industries, vocational education, license plate factory, food factory, canteen, and the offender hobby store.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
PPB-3366	Montana Interstate Compact for Juveniles (ICJ) Office	Montana Interstate Compact for Juveniles (ICJ) Office – Consists of the ICJ Commissioner/Compact Administrator and ICJ staff.	1/28/2026
PPB-3354	Montana Law Enforcement Academy (MLEA) Basic Training	Montana Law Enforcement Academy (MLEA) Basic Training – A structured training program that provides initial knowledge and skills obtained through the MLEA POST Certified Basic Training for adult probation and parole.	1/28/2026
CORGC-9137	Montana Offender Reentry and Risk Assessment (MORRA)	Montana Offender Reentry and Risk Assessment (MORRA) – A gender-neutral standardized and validated evidence-based instrument used to assess the likelihood of an offender recidivating. The MORRA is used to identify risk, needs, and responsivity factors to guide and prioritize appropriate programming and case planning.	1/28/2026
CG-0391	Montana Sentence to Serve	Montana Sentence to Serve – An active Montana sentence that is running consecutive to another agency and that agency has custodial jurisdiction.	1/28/2026
DOCP-1427; MWPP-6447	Mortality Review	Mortality Review – A process of evaluating the cause of death and the events preceding and following the event to ascertain if any area could be improved.	1/28/2026
CG-0394	Motivational Interviewing (MI)	Motivational Interviewing (MI) – A person-centered style of communicating that helps people explore and resolve ambivalence about changing specific, maladaptive behaviors. MI is both directive, guided by the agent toward specific behavior change, and offender centered, attentive to the offender's needs, wants, and beliefs about the change process.	1/28/2026
DOCP-1429	Mountain Pacific Quality Health (MPQH)	Mountain Pacific Quality Health (MPQH) – A federally designated Quality Innovation Network-Quality Improvement Organization (QIN-QIO) providing drug utilization review services to the Health Services Bureau.	1/28/2026
DOCP-1430	Mourning Band	Mourning Band – A solid black band that will fit tightly around a Department badge, used to symbolize support following the death of a public safety officer.	1/28/2026
MSP-5432	Movement	Movement – Scheduled or non-scheduled movement of groups of inmates usually to one selected or designated area (work, chow, yard, etc.) with or without escort.	1/28/2026
CG-0395	Movement Sheet	Movement Sheet – A report, distributed to Department facilities/programs and affected agencies, that tracks and documents offender moves.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
MSP-5439	Multi-Disciplinary Team	Multi-Disciplinary Team – A minimum of two staff members assigned by the Associate Warden of Housing or designee that must include a unit manager, case manager, security technician, Qualified Mental Health Professional (QMHP), unit sergeant and a Qualified Health Care Professional (QHCP).	1/28/2026
CG-0398; DOCP-1432	Mutual Aid Agreement	Mutual Aid Agreement – Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.	1/28/2026
CG-0401; DOCP-1435; FPB-2386; PPB-3381	Need to Know	Need to Know – The staff member requesting information must have that information in order to properly and adequately perform job-related duties and responsibilities.	1/28/2026
MSP-5453	Non-Acutely Suicidal (Potential or Inactive)	Non-Acutely Suicidal (Potential or Inactive) – Inmates who express current suicidal ideation (for example, expressing a wish to die without a specific threat or plan) and/or have a recent history of self-destructive behavior.	1/28/2026
CG-0407	Non-Compliance Violation (Not a Compliance Violation)	Non-Compliance Violation (Not a Compliance Violation) – A violation of the conditions of supervision that must include one of the following: being charged or convicted of a new crime as interpreted by the Department's legal office; possession of a firearm in violation of a condition of probation; behavior by the offender or any person acting at the offender's direction that could be considered stalking, harassing, or threatening the victim of the offense or a member of the victim's immediate family or support network; absconding; or failure to enroll in or complete a required sex offender treatment program or a treatment program designed to treat violent offenders.	1/28/2026
CG-0408; DOCP-1445	Non-Contact Staff	Non-Contact Staff – Staff members who do not have frequent and continuous contact with offenders as a normal function of their job performance, for example, staff in administrative offices.	1/28/2026
FPB-2390	Non-Contact Visit	Non-Contact Visit – A visit in which the offender and visitor are separated by a physical barrier and, therefore, cannot have physical contact.	1/28/2026
MWPP-6463	Non-Dangerous Contraband	Non-Dangerous Contraband – Items of a non-dangerous or non-drug nature, to include, but not be limited to excessive amounts of allowable items, items altered from their original approved condition that are not dangerous in nature, or items not approved for purchase that are non-dangerous in nature.	1/28/2026
DOCP-1446	Non-Deadly Force	Non-Deadly Force – Physical force not intended nor reasonably expected to cause serious injury or death.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-1447	Non-News Media	Non-News Media – Non-news related productions include features, documentaries, news magazine programs, commercials, and pilots for proposed news or entertainment. Researchers, freelance writers, authors of books, independent filmmakers, and all other forms of media must provide proof of employment by a publication/production company, or have evidence that an accredited publication/production company has contracted to purchase the completed project.	1/28/2026
CG-0410	Non-Offender	Non-Offender – A juvenile who is subject to the jurisdiction of the juvenile court, usually under abuse, dependency, or neglect statutes, for reasons other than legally prohibited behavior of the juvenile. Such cases are referred to by various names including Children in Need of Services (CHINS), Children in Protective Services (CHIPS), and Families in Need of Services (FINS).	1/28/2026
CG-0412	Notification Placement Warrant (NPW)	Notification Placement Warrant (NPW) – A Probation and Parole document that identifies the attempted or actual placement of an offender in a program.	1/28/2026
CORGC-9181	Nurse Administered	Nurse Administered – Medications that are not approved for inmates to keep in their cells.	1/28/2026
HSB-9041	Nursing Assessment Protocols	Nursing Assessment Protocols – Written instructions or guidelines outlining the steps to be taken in evaluating an offender's health status and guiding interventions and documentation in the health record.	1/28/2026
MSP-5458	Nursing Protocol Medications	Nursing Protocol Medications – Non-prescription medications pre-approved by the Medical Director.	1/28/2026
CORGC-9224	Occupational Disease	Occupational Disease – Harm, damage, or death arising out of or contracted in the course and scope of employment caused by events occurring on more than a single day or work shift. The term does not include a physical or mental condition arising from emotional or mental stress or from a nonphysical stimulus or activity.	1/28/2026
MSP-5775	Occupied Structure	Occupied Structure – Any building, vehicle, or other place suitable for human occupancy or night lodging of persons or for conducting business, regardless of whether a person is actually present. Each unit of a building consisting of two or more units separately secured or occupied is a separate occupied structure.	1/28/2026
DOCP-1452	Off Duty Death	Off Duty Death – The death of an active or reserve public safety or peace officer that occurs as a result of personal injury outside the performance of work-related functions or from natural causes.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
MSP-5459	Off Road Travel	Off Road Travel – Travel by motorized vehicle off established roads without the permission of MCE Administration.	1/28/2026
FPB-2406; LANG-9061; MWPP-6493	Offender / Staff Request (OSR) Form	Offender / Staff Request (OSR) Form – An official Department form, commonly referred to as a “kite,” designed for offenders to communicate with staff and by which staff may respond to offenders.	1/28/2026
DOCP-1456	Offender Americans with Disabilities Act (ADA) Coordinator	Offender Americans with Disabilities Act (ADA) Coordinator – The individual assigned to facilitate ADA compliance for offenders.	1/28/2026
FPB-2398; PPB-3402	Offender Case Record	Offender Case Record – The primary records, digital or paper, for offenders that may include, but are not limited to, certified documents that authorize the Department to maintain legal custody and/or supervise the offender; reports, classification, treatment programs, and grievances; utilized to provide basic physical, biographical, or historical information about an offender, and to aid placements, custody, classification, treatment, and supervision.	1/28/2026
DOCP-1458	Offender Community Presentation	Offender Community Presentation – Program that allows eligible offenders to leave the confines of an assigned facility/program, under supervision, for the purpose of presenting a program of information with the intended benefits for the offender of assuming increased personal responsibility, skills, and development and with benefit to the community.	1/28/2026
CG-0420; DOCP-1459	Offender Library Worker (OLW)	Offender Library Worker (OLW) – An offender assigned to work in a facility library in the offender legal assistance program to perform the duties outlined in the OLW job description.	1/28/2026
CG-0434; FPB-2418; PPB-3408; DOCP-1460	Offender Management Information System (OMIS)	Offender Management Information System (OMIS) – The Department’s electronic data collection and reporting system.	1/28/2026
CG-0422; DOCP-1461	Offender Organization	Offender Organization – An organization recognized and approved by the facility administration.	1/28/2026
CG-0425; DOCP-1463	Offender Trust Account	Offender Trust Account – An account maintained by a secure correctional facility for the placement and disbursement of offender monies.	1/28/2026
CG-0430; DOCP-1467; MWPP-6483	Official Count	Official Count – A periodic, scheduled daily count taken to account for each inmate in the facility.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0431	Official Duty Station	Official Duty Station – An agency's place of work where employees are normally located.	1/28/2026
MSP-5776	Official Keys	Official Keys – Keys assigned to a specific staff member.	1/28/2026
CG-0433; DOCP-1469	Ohio Youth Assessment System (OYAS)	Ohio Youth Assessment System (OYAS) – A standardized and validated evidence-based instrument used to assess the probability of a youth recidivating and to identify risk factors and criminogenic needs to assist service providers in prioritizing appropriate programming and ensuring efficient allocation of resources.	1/28/2026
MSP-5467; MSPG-5313; MWPP-6473	Oleoresin Capsicum (OC)	Oleoresin Capsicum (OC) – A derivative of cayenne pepper that is classified as an inflammatory agent, commercial color code orange; also known as pepper spray.	1/28/2026
CORGC-9145	On Leave to Court	On Leave to Court – Refers to an inmate who left from a secure facility for court or placement in another agency's custody who will require a case management and classification assessment upon their return to a secure facility.	1/28/2026
MSPG-5318	On Leave to Custody	On Leave to Custody – When an inmate is removed from Department custody and transported to a county facility by court order, for the purpose of making a court appearance in a civil or criminal matter.	1/28/2026
DOCP-1472	On-Call Leave	On-Call Leave – Established by the Department to compensate employees assigned to be available for calls to return to duty. The benefit is not cash compensation nor is it a benefit established by law, statute, or Montana Operations Manual.	1/28/2026
CORGC-9271	Opioid Use Disorder (OUD)	Opioid Use Disorder (OUD) – Physical and psychological reliance on opioids, a substance found often in certain prescription pain medications and illegal drugs.	1/28/2026
DOCP-1476; HSG-1063	Oral Care	Oral Care – Instruction in oral hygiene, examination, and treatment of dental problems. Instruction in oral hygiene minimally includes information on plaque control and the proper brushing of teeth.	1/28/2026
DOCP-1477	Oral Examination	Oral Examination – Taking or reviewing the patient's oral history, an extraoral head and neck examination, charting of teeth, and examination of the hard and soft tissue of the oral cavity with a mouth mirror, explorer, adequate illumination, and necessary radiographs by a dentist.	1/28/2026
DOCP-1478; HSG-1065	Oral Screening	Oral Screening – Visual observation of the teeth and gums, and notation of any obvious or gross anomalies requiring immediate referral to a dentist.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-1479; HSG-1066	Oral Treatment	Oral Treatment – The full range of services that in the supervising dentist’s judgment are necessary for maintaining the offender’s health.	1/28/2026
MSP-5474; MSPG-5133	Orthochlorobenz- almalononitrile (CS)	Orthochlorobenzalmalononitrile (CS) – Classified as a chemical lacrimator, color code blue.	1/28/2026
MSP-5476	Other Potentially Infectious Materials (OPIM)	Other Potentially Infectious Materials (OPIM) – Human body fluids that could be infectious. These include: semen, vaginal secretions, cerebrospinal fluid, joint fluids, lung or chest fluids, abdominal fluids, amniotic fluids, and saliva in dental procedures. It also includes any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult to impossible to differentiate between body fluids.	1/28/2026
CG-0439; DOCP-1480	Out of Home Placement	Out of Home Placement – Placement of a youth in a program, facility, or home, other than a custodial parent’s home, for purposes other than preadjudicatory detention.	1/28/2026
DOCP-1481; HSG-1067	Outcome Quality Improvement Study	Outcome Quality Improvement Study – A study examining whether expected patient care outcomes were achieved.	1/28/2026
CG-0440; DOCP-1482; MSP-5477; MWPP-6495	Outcount	Outcount – A count taken on inmates who are out of their housing units during an official count with the results tabulated into the official total.	1/28/2026
MSP-5481	Outside Inmate Work Crew	Outside Inmate Work Crew – Inmates working outside the fenced perimeter.	1/28/2026
CG-0441; DOCP-1483; MWPP-6497	Override	Override – A management decision to place an offender at a different custody level than what is indicated by the objective classification system.	1/28/2026
CORGC-9149	P&P Officers	P&P Officers – Employees who supervise adult offenders on probation, parole, and conditional release status including Intensive Supervision Program Officers.	1/28/2026
PPB-3528	P&P Regional Intelligence Liaison (RIL)	P&P Regional Intelligence Liaison (RIL) – An individual who is appointed by the Captain to track street gang activity within a specific region/city and who is the liaison to the Montana Analysis and Technical Information Center (MATIC) and Rocky Mountain Information Network (RMIN).	1/28/2026
DOCP-1486	Palliative Care	Palliative Care – Medical care and support services aimed at providing comfort, including adequate pain management. Treatment is focused on symptom control and quality-of-life issues instead of attempting to cure conditions.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0443	Pardon	Pardon – A declaration of record that an individual is to be relieved of all legal consequences of a prior conviction. A decision to release an inmate from a confinement facility, prior to the expiration of the inmate's sentence, and place the inmate under the supervision of a community supervision agency subject to specific terms and conditions of release. The term is often used for the legal status of a juvenile released from a correctional facility. The term "aftercare" may be utilized in these circumstances.	1/28/2026
CG-0444	Parole [Correctional Status]	Parole [Correctional Status] – The release of an inmate into the community prior to the completion of a sentence subject to the orders and conditions of the Board of Pardons and Parole and the supervision of the Department.	1/28/2026
DOCP-1737	Parole Eligibility Date	Parole Eligibility Date – An initial parole hearing date, or next hearing parole date on which an inmate is eligible for possible release from incarceration.	1/28/2026
CG-0448	Parole Upon Completion	Parole Upon Completion – An offender must complete a form of programming, such as substance use disorder or prerelease, and would receive their parole when the Board of Pardons and Parole receives confirmation of completion of the programming.	1/28/2026
CG-0447	Parole Violator at Large	Parole Violator at Large – An offender released on parole who has allegedly violated the terms and conditions of their parole by failing to report, for which a warrant of arrest has been issued.	1/28/2026
CG-0454	Passed to Discharge	Passed to Discharge – An offender has been reviewed and their case has been continued until their term is completed.	1/28/2026
MSP-5486	Passive Counter Measures	Passive Counter Measures – Techniques/strategies used by staff to gain compliance/control of an inmate without forcible physical contact.	1/28/2026
MSP-5489	Periodontal	Periodontal – The supporting hard and soft tissues of the teeth.	1/28/2026
MSPG-5338	Personal Protective Equipment (PPE)	Personal Protective Equipment (PPE) – Protective clothing, etc. designed to be worn on the body to protect a person from workplace hazards; includes latex gloves, face shields, hearing protectors, aprons, etc.	1/28/2026
CG-0461; DOCP-1492	Pests	Pests – Destructive insects, rodents, or vermin that cause annoyance, discomfort, or disease.	1/28/2026
CG-0462; FPB-2422	Pharmaceutical	Pharmaceutical – Any drug, chemical, vaccine, hormone, or medication that may only be dispensed by a licensed and appropriately credentialed provider with prescriptive authority to render treatment, evaluation, or health care.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CORGC-9230	Physical Examination	Physical Examination – An objective, hands-on medical evaluation of an individual to determine the presence or absence of physical signs of disease, injury, or condition.	1/28/2026
MSPG-5343	Physical Plant	Physical Plant – Any buildings or structures, grounds, and built-in equipment that is owned, leased, and/or occupied by the Department.	1/28/2026
MSP-5494	Physical Restraints	Physical Restraints – Physical techniques/strategies used by staff to gain compliance/control of an inmate with forcible physical contact to the extent needed to stop the aggression.	1/28/2026
DOCP-1496; MSP-5496; MWPP-6515	Picture Count	Picture Count – A count that verifies inmate identities through direct comparison with their picture identification cards.	1/28/2026
FPB-2438; PPB-3432	Placement Determination	Placement Determination – The process used by Department staff and/or assessment center staff to decide the best placement of an offender based on an offender's current risk assessment or criminogenic needs.	1/28/2026
FPB-2660	Placement Unit	Placement Unit – Department staff responsible for oversight of offender placement.	1/28/2026
LANG-9065	Planned Use of Force	Planned Use of Force – The use of force when time and circumstances allow the opportunity for planning and consultation, and approval by a high-ranking staff member.	1/28/2026
CG-0483	Policy Directive	Policy Directive – An internal management document that provides the standards and directives by which Department divisions, facilities, and programs will operate.	1/28/2026
CG-0465	Polygraph	Polygraph – An electronically based testing procedure designed to discern whether an individual is being truthful in response to a series of questions posed by measuring biological responses; also known as a lie detector test or "poly."	1/28/2026
MSP-5502	Positional Asphyxiation	Positional Asphyxiation – Death as a result of body position that interferes with one's ability to breathe.	1/28/2026
MSP-5506	Post Order Acknowledgement Form	Post Order Acknowledgement Form – A form signed by staff subsequent to reading the post order acknowledging understanding of the duties explained in the post order.	1/28/2026
CORGC-9233	Post-Partum	Post-Partum – The first six to eight weeks following delivery.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0466	Postsentence Investigation Report (Post PSI)	Postsentence Investigation Report (Post PSI) – Similar content to a Presentence Investigation Report, but generally shorter in nature. These are created for out-of-state offenders without a PSI or for in-state cases that did not have a Presentence Investigation conducted, usually in the case of a plea bargain. Also known as a Postdispositional Investigation Report.	1/28/2026
LANG-9069	PREA Compliance Manager (PCM)	PREA Compliance Manager (PCM) – Staff member responsible for PREA compliance at a facility.	1/28/2026
OTHER-0007	PREA Coordinator	PREA Coordinator – Per the PREA standards, an agency shall employ or designate an upper-level, agency-wide PREA coordinator with sufficient time and authority to develop, implement, and oversee agency efforts to comply with the PREA standards in all its facilities. Note: The same person cannot be listed as the PREA Coordinator and the PREA Compliance Manager as these are two distinct roles.	1/28/2026
MSP-5514	PREA Cross-Gender Camera Viewing Logbook	PREA Cross-Gender Camera Viewing Logbook – The official record used to record cross-gender viewing/monitoring of cameras of safety and observation cells.	1/28/2026
MWPP-6533	PREA Designation	PREA Designation – A designation that is assigned at intake to vulnerable and/or predatory inmates by the PREA assessment.	1/28/2026
MSP-5515	PREA Intake Screening and Information Process	PREA Intake Screening and Information Process – The initial 72-hour intake Risk Assessment screening and PREA information process required by the Prison Rape Elimination Act.	1/28/2026
MSP-5516	Predatory Inmate	Predatory Inmate – A designation of an inmate who has a notable history of preying on others as reflected through intimidating, assaultive, aggressive, or violent acts.	1/28/2026
PPB-3447	Predisposition Investigation	Predisposition Investigation – A confidential and official court document prepared similarly to the PSI for defendants found not guilty pursuant to 46-14-301, MCA.	1/28/2026
LANG-9073	Pre-Hearing / Temporary Confinement	Pre-Hearing / Temporary Confinement – A short-term, non-punitive housing status that is used to safely and securely control high-risk or at-risk inmates.	1/28/2026
CG-0490; DOCP-1511	Pre-Paid Calls	Pre-Paid Calls – Telephone calls placed by an offender using funds from the offender's pre-paid billing account.	1/28/2026
DOCP-1512	Prescribing Clinician	Prescribing Clinician – A licensed individual authorized to write prescriptions.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
PPB-3450	Presentence Investigation Report (PSI)	Presentence Investigation Report (PSI) – A confidential and official court document designed to provide essential information on a defendant and assist District Court judges in determining an appropriate sentence for the defendant.	1/28/2026
CG-0470	Pretrial	Pretrial – A period of time referring to the phase of a criminal defendant's case beginning at arrest and ending at final disposition. The term is often misused to refer to a pretrial services agency or program, or to pretrial services supervision.	1/28/2026
MSP-5522	Preventative Maintenance (PM)	Preventative Maintenance (PM) – Proactive maintenance of the physical plant, systems, and related equipment intended to prevent, rather than merely react to, malfunctions and other maintenance-related problems.	1/28/2026
MSP-5523	Primary Sponsor	Primary Sponsor – A Montana State Prison (MSP)/Montana Correctional Enterprises (MCE) staff member who is the main contact for activities in the event there is more than one sponsor for a specific activity.	1/28/2026
CG-0473	Prison	Prison – Secure facility generally operated by a state or the federal government in which adult felons are incarcerated. Private companies may also run prisons under the regulatory oversight of a government entity.	1/28/2026
CORGC-9261	Prison Base	Prison Base – The facility area, or non-centralized functional equivalent, that monitors and coordinates facility safety and security systems and supervises staff and inmate movement.	1/28/2026
DOCP-1514; DOCP-1515	Prison Industry Enhancement Certification Program (PIECP)	Prison Industry Enhancement Certification Program (PIECP) – A program administered by MCE certified by the Department of Justice, Bureau of Justice Assistance to allow the interstate sale and distribution of inmate-produced goods developed by the cost center.	1/28/2026
CG-0494; DOCP-1516; MWPP-6541	Prison Issues Board	Prison Issues Board – Administrators and staff from Department and contract facilities and prisons who meet to discuss and coordinate the policy and operational functions of the facilities.	1/28/2026
MWPP-6543	Prison Property	Prison Property – Property or premises used, owned, or leased by the Department is considered part of the prison's grounds.	1/28/2026
CG-0615	Prison Rape Elimination Act (PREA) of 2003	Prison Rape Elimination Act (PREA) of 2003 – Federal legislation prohibiting the sexual abuse of persons in the custody of federal, state, local, and private prisons, jails, police lock-ups, juvenile detention facilities, and community confinement facilities.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0474	Private Prisons	Private Prisons – Privately owned and operated companies that contract with federal or state correctional agencies to provide confinement facilities and programs.	1/28/2026
CG-0512; DOCP-1517	Pro Se	Pro Se – The offender represents the offender in court without an attorney.	1/28/2026
CG-0496	Probation	Probation – The suspension or deferral of a prison or Department commitment by the District Court. The District Court retains jurisdiction and the offender is placed under community supervision subject to the conditions imposed by the court.	1/28/2026
CG-0498; FPB-2450; PPB-3456	Probation and Parole	Probation and Parole – Oversees the Probation and Parole regional offices and interstate transfers.	1/28/2026
CG-0476	Probation Conditions	Probation Conditions – Court requirements that a probationer must abide by or fulfill during the course of probation supervision.	1/28/2026
FPB-2454; PPB-3459	Probationer	Probationer – An offender ordered by the District Court to serve a period of commitment time for a suspended or deferred imposition of sentence (probation); or an adult offender committed to the authority of the Department and required to be released by the District Court to community supervision upon sentencing or disposition (DOC probation). 46-18-201, MCA.	1/28/2026
DOCP-1521	Procedure	Procedure – An internal management document developed at the Department, division, facility, or program level that provides staff with direction on how to implement a Department policy, required action, or program.	1/28/2026
DOCP-1524	Procurement	Procurement – An acquisition with or without cost, buying, purchasing, renting, leasing, or otherwise acquiring any supplies or services. It includes all functions that pertain to obtaining any supply or service, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration. It does not include the acquiring of supplies or services by gift.	1/28/2026
DOCP-1528	Professional Relationship	Professional Relationship – A staff relationship with offenders maintained through well-defined professional boundaries and the highest ethical standards of honesty, integrity, and impartiality pursuant to the Department Code of Ethics.	1/28/2026
CG-0506; DOCP-1529; MWPP-6545	Professional Service Volunteer	Professional Service Volunteer – An individual who provides a volunteer service that requires a certificate or license by state law, such as an attorney, doctor, or psychologist.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-1531	Program	Program – Any prison, correctional facility, or community-based program operated under Department jurisdiction or contract.	1/28/2026
CG-0510	Program Files	Program Files – The record that accompanies offenders under Department jurisdiction from one facility or program to another that includes all pertinent legal documents, educational, rehabilitation, and health care records used to assist in offender management.	1/28/2026
MSP-5528	Prohibited Image	Prohibited Image – An image that includes any of the following: 1. Sexually explicit material. 2. Sexually suggestive images including but not limited to subjects wearing thin materials providing intimate physical detail of the male or female genitalia including buttocks, or subjects who posed provocatively. 3. Promotion of tattooing or body piercing. 4. By its nature or content depicts or facilitates criminal, violent, or gang activity; and/or 5. Detrimental to or poses a threat to discipline, rehabilitation, security, or order of the institution.	1/28/2026
CG-0511	Pronouncement Date or Sentence Pronounced Date	Pronouncement Date or Sentence Pronounced Date – The date that the judge pronounces the sentence handed down to an offender.	1/28/2026
LANG-9075	Property Restriction Level 1 and 2	Property Restriction Level 1 and 2 – A restriction of property specifically authorized for tattoo violations: Level 1 – electric razor, radio, MP3 player, game device and all accessories; Level 2 – all items on level 1 plus TV and all accessories.	1/28/2026
DOCP-1535	Protected Personal Information (PPI)	Protected Personal Information (PPI) – A person's Social Security Number; or a person's first name or first initial and last name combined with any of the following: a Social Security Number, tax ID number, driver's license number, state issued ID number pursuant to 61-12-501, MCA, a tribal ID or enrollment number, ID number issued by any state, district, or territory of the United States, a bank account number, or credit or debit card number in combination with a security code, access code, or password that would permit access to a financial account.	1/28/2026
LANG-9077	Protective Custody	Protective Custody – A form of separation from the general population for an inmate who requests or requires protection from other inmates for reasons of health or safety. Supportive evidence and documentation for such placement must be provided to the Classification Review Committee prior to placement at this status. An inmate's status in protective custody must be reviewed periodically by a classification committee or other designated group.	1/28/2026
MSP-5537	Provider	Provider – A physician, nurse practitioner, or physician assistant.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
MSP-5538	Provider's Orders for Life-Sustaining Treatment (POLST)	Provider's Orders for Life-Sustaining Treatment (POLST) – A State of Montana program designed to improve the quality of care for people at the end of life. This is accomplished by the development of an effective communication process to ensure patient wishes are communicated to medical providers.	1/28/2026
DOCP-1537	Psychological Autopsy	Psychological Autopsy – A written reconstruction of an individual's life with an emphasis on mental health factors that may have contributed to the individual's death. It is usually conducted by a psychologist or other Qualified Mental Health Professional (QMHP); also referred to as a psychological reconstruction or postmortem.	1/28/2026
DOCP-1539	Public Benefit Program Enrollees	Public Benefit Program Enrollees – Offenders who apply and are approved to receive benefits from the Social Security Administration, Medicaid, Medicare, or other pharmacy or health care benefit programs funded by the state or the federal government.	1/28/2026
DOCP-9055	Public Record for Adult Offenders	Public Record for Adult Offenders – Information including, but not limited to: name, year of birth, race, gender, eligibility for parole, execution of warrant or sentence, term expiration, court documents unless expressly sealed by court order, FBI number, fine(s) imposed, jail credit time, supervising facility or program, participation or non-participation in a court-ordered program, court docket number, and offense in accordance with 2-6-1003, MCA.	1/28/2026
CG-0517; DOCP-1545	Public Record for Juvenile / Youth Offenders	Public Record for Juvenile / Youth Offenders – Except as otherwise provided in 41-5-215, MCA, formal youth court records, including reports of preliminary inquiries, petitions, motions, other filed pleadings, court findings, verdicts, and orders and decrees on file with the clerk of court, are public records and are open to public inspection until the records are sealed under 41-5-216, MCA.	1/28/2026
DOCP-1504	Public Safety Officer Standards and Training (POST) Certified	Public Safety Officer Standards and Training (POST) Certified – Any public safety officer, as defined under 44-4-401(2), MCA, certified by the Montana Public Safety Officer Standards and Training Council.	1/28/2026
DOCP-1503	Public Safety Officer Standards and Training (POST) Council	Public Safety Officer Standards and Training (POST) Council – Determines public safety officer qualifications, certification, and basic training requirements.	1/28/2026
PPB-3441	Public Safety Officer Standards and Training (POST) Required Training	Public Safety Officer Standards and Training (POST) Required Training – The annual training for P&P Officers through the Public Safety Officer Standards and Training Council as required by 46-23-1003(2), MCA.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
MSP-5542	Publication Review Committee	Publication Review Committee – Composed of representatives with the responsibility to review publications to determine whether the publications conform to prison procedure.	1/28/2026
LANG-9079	Qualified Health Care Professional	Qualified Health Care Professional (QHCP) – Physicians, physician assistants, nurses, nurse practitioners, dentists, mental health professionals, and others who, by virtue of their education, credentials, training, and experience are permitted by law to evaluate and care for patients, including Department staff and contracted or fee-for-service professionals.	1/28/2026
LANG-9081	Qualified Mental Health Professional (QMHP)	Qualified Mental Health Professional (QMHP) – Psychiatrists, psychologists, psychiatric social workers, psychiatric nurses, psychiatric nurse practitioners, licensed professional counselors, licensed clinical social workers, and others who, by virtue of their education, credentials, training, and experience are permitted by law to evaluate and care for the mental health needs of patients, including Department staff and contracted or fee-for-service professionals. This definition excludes Mental Health Technicians.	1/28/2026
CG-0518; DOCP-1554	Qualified Nutritionist	Qualified Nutritionist – A registered dietitian or a person eligible for registration by the American Dietetic Association.	1/28/2026
DOCP-1555	Racial Profiling	Racial Profiling – The detention, official restraint, or other disparate treatment of an individual solely on the basis of the racial or ethnic status of the individual. 44-2-117, MCA.	1/28/2026
CG-0520; DOCP-1556	Radio Frequency Monitoring (RF)	Radio Frequency Monitoring (RF) – A monitoring system that detects an offender's presence or absence from a home base by using a bracelet attached to the offender that is electronically tethered to a receiver with phone communication capability.	1/28/2026
MSP-5571	Radio System	Radio System – A two-way communication radio system, which may include base, mobile, and portable equipment capable of transmitting and receiving.	1/28/2026
MWPP-6567	Random Search	Random Search – Selections whereby every person, item, or area has an equal chance of being searched at any given time.	1/28/2026
DOCP-1557	Reasonable Person Standard	Reasonable Person Standard – A comparative standard that represents what a hypothetical person who exercises average care, skill, and judgment in conduct would consider sufficient evidence to support a finding.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CORGC-9153	Reasonable Suspicion	Reasonable Suspicion – The reasonable suspicion standard for warrantless probation searches is substantially less than the probable cause standard because of the probationer's diminished expectation of privacy. The probation officer must, however, have some articulable factual basis upon which to reasonably suspect, based on the probationer's criminal and probation compliance history and the officer's knowledge of the probationer's life, character, and circumstances, that the probationer may be in possession of contraband in violation of their probation or the criminal law. Whether reasonable grounds exist to conduct a probationary search is a factual inquiry determined by the totality of the circumstances. <i>State v. Cleveland, 2024 MT 214, 418 Mont. 147.</i>	1/28/2026
CG-0524; DOCP-1560; MWPP-6573	Reasonable Suspicion Search	Reasonable Suspicion Search – The search of person, property, or area where there is a reasonable suspicion that a law or policy has been violated.	1/28/2026
MSP-5580	Receiving Facility (Interstate)	Receiving Facility (Interstate) – The facility that is being requested to assume custody of an inmate transfer.	1/28/2026
MSP-5581	Receiving Questionnaire	Receiving Questionnaire – A self-reporting form completed by an inmate immediately upon inmate's arrival at the intake facility and reviewed immediately by health care staff, or admitting staff only if health care staff are unavailable.	1/28/2026
DOCP-1561; HSG-1079	Receiving Screening	Receiving Screening – A process of structured inquiry and observation intended to identify potential emergency situations among new arrivals and to ensure that offenders with known illnesses and those on medications are identified for further assessment and continued treatment.	1/28/2026
PPB-3480	Receiving State (Interstate)	Receiving State (Interstate) – The state assuming supervision of an offender at another state's request.	1/28/2026
CORGC-9270	Recidivism	Recidivism – Unless the context requires otherwise, the following definition applies in the Montana Code Annotated: "A circumstance in which any sentence is imposed for a new felony or in which a judge or the Board of Pardons and Parole determines that a person convicted of a felony has violated the person's terms of probation or parole within 5 years of the imposition of a sentence for a previous felony conviction. The term does not include a violation that is a compliance violation, as defined in 46-23-1001." 1-1-207, MCA.	1/28/2026
CG-0527; DOCP-1563	Recordable Injuries	Recordable Injuries – Injuries that go beyond minor injuries requiring only first aid treatment, and may involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-1565	Reentry Health Care Training Program	Reentry Health Care Training Program – Established partnerships with community, state, or federal agencies that guide the course curriculum for inmate training in health care related job skills.	1/28/2026
DOCP-1566	Registered Dietitian Nutritionist	Registered Dietitian Nutritionist – Adopted by the Commission on Dietetic Registration for optional use by registered dietitians and is equivalent to the "registered dietitian" designation still in use.	1/28/2026
CG-0532; FPB-2482	Registered Victim	Registered Victim – A person registered with an automated notification system (for example, VINE) used by the Department and/or who is identified in the offender management system as registered with the Department to receive location and custody status updates about adult offenders under Department supervision.	1/28/2026
PPB-3486	Registration Agency	Registration Agency – The police department of the city or town in which an offender resides, or the sheriff's office of the county in which an offender resides, if the residence is in a place other than a city or town.	1/28/2026
CG-0530	Rehabilitation	Rehabilitation – The individual is provided the opportunity and means to change behavior, thinking processes, and circumstances to reduce the possibility of further criminal behavior.	1/28/2026
CG-0531	Reintegration	Reintegration – The process of helping a detainee or inmate rebuild former ties to the community and establish new ties after release from jail or prison.	1/28/2026
CG-0533	Release from Custody	Release from Custody – Placing an offender outside the confines of a state correctional facility, for example, discharge, conditional release, parole, probation, intensive supervision, prerelease, or other community placement within or outside Montana.	1/28/2026
CG-0534	Released [Correctional Status]	Released [Correctional Status] – "Released" has multiple meanings: A discharge from prison to either community supervision or end of sentence. A discharge from a community corrections facility to either prison, community supervision, or end of sentence. A discharge from supervision to end of sentence. A Correctional Status that indicates that an offender has met all time-related obligations of sentencing. Types of Releases: Flat Discharge: The offender is discharging with no more supervisory obligations. Early Release: The offender has received an early release from supervision. Neither the Court nor the Board of Pardons and Parole have any supervisory or legal ability to recall the offender to supervision on the docket(s) that the offender was released under.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
HSB-9049	Relevant Medical and/or Mental Health Information	Relevant Medical and/or Mental Health Information – Circumstances or situations regarding an offender's medical, dental, and/or mental health needs that impact the placement of the offender in a facility.	1/28/2026
CG-0535; DOCP-1571; MSP-5585	Religious Activities Coordinator	Religious Activities Coordinator – An individual designated to coordinate religious programming for offenders.	1/28/2026
MSP-5586	Religious Activities Guest	Religious Activities Guest – An individual who provides a specific function for a single religious event or within a limited time frame.	1/28/2026
MSP-5588	Religious Activity	Religious Activity – Any rite, ceremony, event, or program customarily associated with the practices of a religious faith group, including but not limited to corporate gatherings of adherents of a faith group for the purposes of worship, prayer, teaching and/or sharing.	1/28/2026
PPB-3495	Reporting Instructions (Interstate)	Reporting Instructions (Interstate) – The orders given to an offender by a sending or receiving state directing the offender to report to a designated person or place, at a specified date and time, in another state.	1/28/2026
CG-0536	Request a Return (BOPP)	Request a Return (BOPP) – An offender is generally advised to complete a type of programming, such as substance use disorder, sex offender, CPR, or prerelease, and upon completion, the offender may request a return to the Board for parole consideration.	1/28/2026
DOCP-1573	Requester	Requester – A member of the public contacting the Department excluding incarcerated offenders, legislators, news media representatives, and employees of Montana or other state agencies contacting the Department for business purposes.	1/28/2026
CG-0538	Rescission	Rescission – An action of the Board of Pardons and Parole that annuls or voids a prior disposition granting parole.	1/28/2026
PPB-3498	Residence	Residence – The location at which a person regularly resides, regardless of the number of days or nights spent at that location, that can be located by a street address, including a house, apartment building, motel, hotel, or recreational or other vehicle. The term does not mean a homeless shelter.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
PPB-3501	Resident (Interstate)	Resident (Interstate) – A person who has resided in a state for at least 1 year continuously and immediately prior to either the supervision start date or sentence date for the original offense for which interstate transfer is being requested; intends that such state shall be the person’s principal place of residence; and has not, unless incarcerated or on active military orders, remained in another state or states for a continuous period of 6 months or more with the intent to establish a new principal place of residence.	1/28/2026
PPB-3504	Resident Family (Interstate)	Resident Family (Interstate) – A parent, grandparent, aunt, uncle, adult child, adult sibling, spouse, legal guardian, or stepparent who 1) has resided in the receiving state for 180 days or longer as of the date of the transfer request; and 2) indicates willingness and ability to assist the offender as specified in the plan of supervision.	1/28/2026
CORGC-9193	Residential Substance Abuse Treatment Program	Residential Substance Abuse Treatment Program – A course of comprehensive individual and group substance abuse treatment services, lasting a period of at least 6 months, in residential treatment facilities set apart from the general population of a prison or jail (which may include the use of pharmacological treatment, where appropriate, that may extend beyond such period) [Title 34 USC 10424 (d)].	1/28/2026
MSP-5591	Respirator	Respirator – A device worn over the nose and mouth to protect the wearer from hazardous materials in the breathing zone. Respirators must be certified by NIOSH for the purpose for which they are used.	1/28/2026
HSB-9053	Responsible Health Authority (RHA)	Responsible Health Authority (RHA) – The Health Services individual or entity that is tasked with overseeing and ensuring the organization and delivery of all health care in the Department. When the RHA is a state, regional, national or corporate entity, there is also a designated individual at the local facility who is on-site to ensure the delivery of quality, accessible, and timely health care for offenders.	1/28/2026
HSB-9057	Responsible Mental Health Authority	Responsible Mental Health Authority – Individual who arranges for all levels of mental health care and assures quality, accessible, and timely mental health services for offenders; reports directly to the Health Services Bureau Chief on matters of mental health.	1/28/2026
HSB-9061	Responsible Mental Health Clinician	Responsible Mental Health Clinician – The designated on-site facility clinician who assumes the responsibility to direct clinical mental health care to inmates; reports directly to the mental health program manager.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-1583; HSG-1084	Responsible Physician	Responsible Physician – A designated person who holds a physician's license pursuant to 37-3-102 and 37-3-303, MCA who has the final authority at a given facility regarding clinical issues.	1/28/2026
FPB-2498; PPB-3510	Responsivity	Responsivity – Addresses the non-criminogenic or non-predictive hurdles or barriers in an offender's life that may influence the offender's response to programming/treatment and thereby affect the offender's risk to reoffend.	1/28/2026
CORGC-9236	Restitution	Restitution – Compensation, including but not limited to victims of a crime or to communities, to offset or mitigate the loss or damage that has occurred as the result of the crime.	1/28/2026
DOCP-1586; PPB-3513	Restorative Justice	Restorative Justice – A criminal justice concept that focuses on offender accountability and healing for victims, families, communities, and offenders.	1/28/2026
MSP-5780	Restricted Keys	Restricted Keys – Keys that allow access to security areas or areas containing sensitive or confidential documents.	1/28/2026
DOCP-1588; DOCP-1589; MSP-5599; MSP-5600; MSP-5601	Restrictive Housing	Restrictive Housing – A placement that typically requires an inmate to be confined to a cell for up to 22 hours per day for the safe and secure operation of the facility. The term includes cells designated for pre-hearing or temporary confinement, disciplinary detention, administrative segregation, special management, and/or maximum-security offender housing.	1/28/2026
MSP-5596	Restrictive Housing Program Compliance Manager	Restrictive Housing Program Compliance Manager – Under the supervision of the Associate Warden of Custody, oversees the development and implementation of MSP restrictive housing policies and procedures. Serves as quality control inspector for all restrictive housing units, monitors daily activities, program delivery, data compilation, and compliance with policy and procedures. Responsible for developing and implementing initial and ongoing training for correctional staff to increase knowledge and understanding about the restrictive housing program and the expected practices associated with the program.	1/28/2026
LANG-9083	Restrictive Housing Unit (RHU)	Restrictive Housing Unit (RHU) – A housing unit at MSP that houses inmates designated as administrative segregation, detention status, pre-hearing confinement and the conditions of confinement require inmates to be confined to a cell for up to 22 hours a day.	1/28/2026
PPB-3516	Retake Offender (Interstate)	Retake Offender (Interstate) – An offender physically detained and removed from receiving state.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
PPB-3522	Return Offender (Interstate)	Return Offender (Interstate) – An offender who has requested or been ordered to return to the sending state for supervision.	1/28/2026
DOCP-1591	Revenue Generating Contract	Revenue Generating Contract – An agreement between the Department and another entity with the intended purpose of generating revenue to the Division/facility/program from the sale of goods or provision of services.	1/28/2026
CORGC-9191	Riot	Riot – Purposely and knowingly disturbing the peace by engaging in an act of violence or threat to commit an act of violence as part of an assemblage of five or more persons and the act or threat presents a clear and present danger of or results in damage to property or injury to persons.	1/28/2026
CORGC-9275	Risk Evaluation and Mitigation Strategy (REMS)	Risk Evaluation and Mitigation Strategy (REMS) – A strategy to manage known or potential risks associated with a drug and is required for certain medications by the Food and Drug Administration (FDA) to ensure that the benefits of the drug outweigh its risks.	1/28/2026
PPB-3534	Rocky Mountain Information Network (RMIN)	Rocky Mountain Information Network (RMIN) – A regional center that is part of the Regional Information Sharing System that provides information sharing and other services supporting law enforcement.	1/28/2026
MSP-5603	Routine Care / Non-Invasive Care	Routine Care / Non-Invasive Care – Medical procedure that does not penetrate or break the skin or body cavity, for example, physical evaluation, vital signs, medication administration, dressing change, and basic diagnostic tests to include inpatient infirmary care and treatment.	1/28/2026
MSPG-5383	Routine Search	Routine Search – The process whereby the facility adopts a time, place, and frequency of searches. Routine searches may include random searches whereby every person, item, or area has an equal chance of being searched.	1/28/2026
MSP-5605	Safety / Observation Cell	Safety / Observation Cell – A temporary and non-punitive separation from regular housing to establish the safety of an inmate in collaboration with mental health services.	1/28/2026
MSP-5607	Safety Data Sheet (SDS)	Safety Data Sheet (SDS) – Written or printed material concerning a hazardous chemical that is prepared in accordance with the OSHA Hazard Communication Standard (29 CFR 1910.1200). Formerly known as Material Safety Data Sheet (MSDS), an SDS contains information on the potential health effects of exposure to chemicals, or other potentially dangerous substances, and on safe working procedures when handling chemical products.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
MSP-5608	Safety Management Plan (SMP)	Safety Management Plan (SMP) – An immediate security-based response to an inmate's behavior and/or conduct that indicates an imminent danger of harm toward self, others, or the institution. Formerly known as Security Management Plan.	1/28/2026
MSPG-5393	Safety Officer	Safety Officer – A trained facility staff person identified by the Warden who, as a part of the job description, is responsible to oversee all safety-related activity in the facility.	1/28/2026
MSP-5609	Sanction	Sanction – A penalty given as a result of being found guilty of a rule infraction.	1/28/2026
CG-0552; DOCP-1597	Satellite-Based Monitoring	Satellite-Based Monitoring – A type of electronic monitoring made up of a network of satellites that transmit signal information to a monitoring center and/or device to determine location of a receiving device placed on an offender.	1/28/2026
MSP-5613	School Trust Land	School Trust Land – Sections of state land designated as school trust property that is leased by the Department.	1/28/2026
DOCP-1750	Secondary Assessments	Secondary Assessments – Other assessments and/or evaluations used in conjunction with the overall and domain-specific scores of a risk assessment to aid in refining the offender's needs. These include crime-specific risk assessments (for example, sexual, DUI, substance abuse, and intimate partner violence) or clinical evaluations.	1/28/2026
CG-0555	Secure [Correctional Status]	Secure [Correctional Status] – A Correctional Status indicating the offender is being supervised in a secure adult facility.	1/28/2026
MSP-5615	Secure Adjustment Unit (SAU)	Secure Adjustment Unit (SAU) – A transitional unit within MSP that houses inmates who are separated from general population during their continued progression through the step-down program that prepares them for integration back into general population. This unit includes step down levels 3, 4, and 5 where the conditions of confinement do not require inmates to be confined to a cell for up to 22 hours a day.	1/28/2026
CG-0556; DOCP-1600	Secure Perimeter	Secure Perimeter – The outer portions of a facility that provide for secure confinement of offenders. The perimeter design may vary depending on the facility security classification.	1/28/2026
CG-0557	Secure Placement	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.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
MSPG-5398	Security Audit Instrument	Security Audit Instrument – A printed document that acts as an aid to security auditors during the course of an audit to define standards, relate issues to specific policy statements, and record observations/notes of the auditor.	1/28/2026
PPB-3606	Security Threat Group (STG)	Security Threat Group (STG) – A group within a secure facility consisting of three or more individuals with a common interest, bond, or activity typically characterized by criminal or delinquent conduct.	1/28/2026
PPB-3603	Security Threat Group (STG) / Street Gang Paraphernalia / Graffiti	Security Threat Group (STG) / Street Gang Paraphernalia / Graffiti – Any material or document evidencing STG / street gang affiliation or activity, for example, rosters, constitutions, structures, codes, pictures, training material, clothing, or communications (including gang signs), or other STG-related contraband.	1/28/2026
CORGC-9239	Security Threat Group (STG) Activity	Security Threat Group (STG) Activity – Offender behavior that poses a significant threat to the safe and secure operation of the facility/program including but not limited to STG communication via tablets, STG recruitment, threatening or inflicting bodily injury on another person, promoting or engaging in disruptive behavior and or disruptive group behavior, possessing or distributing controlled substances, or possessing, maintaining, or distributing STG paraphernalia.	1/28/2026
DOCP-1604	Security Threat Group (STG) Analyst / Specialist	Security Threat Group (STG) Analyst / Specialist – An employee located at a facility/program designated to investigate and validate STG activity, disseminate information to staff and criminal justice agencies, and manage STG recordkeeping.	1/28/2026
DOCP-1605	Security Threat Group (STG) Member	Security Threat Group (STG) Member – An offender identified and validated as a member of a STG by having accumulated ten or more points in validation criteria.	1/28/2026
HSB-9065	Self-Administration	Self-Administration – Medications you take yourself.	1/28/2026
HSB-9069	Self-Care	Self-Care – Care for a condition that can be treated by the patient and may include over-the-counter medications.	1/28/2026
PPB-3543	Self-Surrender	Self-Surrender – Release of an incarcerated DOC commitment who: 1) has a conditional release pending; or 2) is approved for placement in an approved facility and waiting for an available bed in the facility. The offender must meet established criteria and remains in the custody and control of Probation and Parole.	1/28/2026
MSP-5621	Sending Facility (Interstate)	Sending Facility (Interstate) – The facility that is requesting the transfer of an inmate.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
PPB-3549	Sending State (Interstate)	Sending State (Interstate) – The state requesting the transfer of an offender's supervision.	1/28/2026
CG-0560	Sentence	Sentence – The penalty imposed by a particular District Court for a specific felony offense.	1/28/2026
CG-0561	Sentence Commencement	Sentence Commencement – To begin service of a consecutive sentence that was imposed after reception and for crimes committed in a secure facility or while on parole or supervised release without the granting of parole, for parole eligibility purposes only.	1/28/2026
CORGC-9157	Sentence to Follow	Sentence To Follow – The term for a parole eligibility date when an offender has received an additional sentence in another cause that is consecutive to the current sentence. The offender will not be eligible for parole on the new consecutive sentence until the offender has served the remaining initial sentence and one-fourth of the new cause, unless a BOPP panel orders commencement of the additional cause for parole eligibility calculation only.	1/28/2026
MSPG-5403	Sentenced	Sentenced – A district court judge has pronounced judgment and formally signed and dated the sentencing order.	1/28/2026
HSB-9073	Sentinel Event	Sentinel Event – A patient safety event that results in death, permanent harm, or severe temporary harm.	1/28/2026
CG-0563; DOCP-1609	Separation Needs	Separation Needs – Documentation that substantiates the need to separate potentially harmful contact between specific offenders.	1/28/2026
CORGC-9242	Serious Bodily Injury	Serious Bodily Injury – Bodily injury that creates a substantial risk of death; causes serious permanent disfigurement or protracted loss or impairment of the function or process of a bodily member or organ; or at the time of injury, can reasonably be expected to result in serious permanent disfigurement or protracted loss or impairment of the function or process of a bodily member or organ. The term includes serious mental illness or impairment. 45-2-101 (66), MCA.	1/28/2026
DOCP-1611; HSG-1087	Serious or Critical Illness or Injury	Serious or Critical Illness or Injury – Any injury determined to be life threatening or requiring emergency medical care or surgery.	1/28/2026
CORGC-9161	Service Providers / Contractors	Service Providers / Contractors – Contracted persons, volunteers, interns, temporary employees, or other vendors providing service whose assignment is primarily on Department premises, for example, facility or program office.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
LANG-9085	Severe Mental Illness (SMI)	Severe Mental Illness (SMI) – A substantial organic or psychiatric disorder of thought, mood, perception, orientation, or memory that significantly impairs judgment, behavior, or ability to cope with the basic demands of life. Intellectual disability, epilepsy, other developmental disability, alcohol or substance abuse, brief periods of intoxication, or criminal behavior do not, alone, constitute severe mental illness. The individual must also have or have had within the past year exhibited signs and symptoms of a mental disorder. See <i>MCA 53-21-102</i> . Specific classifications of mental disorders are elaborated in the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders and are to be designated by a QMHP.	1/28/2026
MSP-5632; MWPP-6627	Sexual Act	Sexual Act – Contact between the penis and the vagina or the penis and the anus involving penetration, however slight; contact between the mouth and the penis, vagina, or anus; or penetration of the vagina or anus of another person by hand, finger, or other object. Behavior or misconduct as defined in <i>DOC 1.1.17 Prison Rape Elimination Act (PREA)</i> .	1/28/2026
CORGC-9245	Sexual Misconduct	Sexual Misconduct – Sexual abuse of an offender by another offender, sexual abuse of an offender by a staff member or service provider, sexual harassment, and/or voyeurism.	1/28/2026
PPB-3564	Sexual Offender (Interstate)	Sexual Offender (Interstate) – An adult who is required to register as a sexual offender either in the sending or receiving state and who is required to request transfer of supervision under the provisions of ICAOS.	1/28/2026
PPB-3567	Sexual Offender Evaluator	Sexual Offender Evaluator – A person qualified under 20.7.Subchapter 3, Administrative Rules of Montana to conduct psychosexual evaluations of sexual offenders and sexually violent predators.	1/28/2026
PPB-3570	Sexual Offender Level Designation	Sexual Offender Level Designation – A level given to a person convicted of a sexual offense that indicates the risk of a repeated sexual offense by that person and the threat posed to public safety (also referred to as “tier-level designation”): Level 1 – the risk of a repeat sexual offense is low; Level 2 – the risk of a repeat sexual offense is moderate; Level 3 – the risk of a repeat sexual offense is high, there is a threat to public safety, and the sexual offender evaluator believes the offender is a sexually violent predator.	1/28/2026
CG-0571; DOCP-1623	Sexual Offense	Sexual Offense – The offenses contained in the definition of that term under 46-23-502, MCA.	1/28/2026
CORGC-9167	Sexual or Violent Offender	Sexual or Violent Offender – As specified in 46-23-502(11), MCA, a person who has been convicted of or, in youth court, found to have committed or been adjudicated for, a sexual or violent offense.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-1625	Sexually Explicit Material	Sexually Explicit Material – Material that portrays, depicts, or describes: 1. Nudity, which includes exposed, partially exposed, or transparently exposed male or female genitalia, pubic area, or anus, or female areola. Photographs, pictures, or images that contain blackened dots, stars, or other similar such covering of the areola of the female breast or of human genitalia will also be considered as nudity; 2. Sex act(s), including but not limited to genital to genital, oral to genital, anal to genital, or oral to anal contact or penetration, genital or anal contact or penetration with an inanimate object, masturbation, sadistic or masochistic abuse, bondage, bestiality, and/or bodily excretory behavior that appears to be sexual in nature; 3. Participant(s) who appear to be nonconsenting, dominated, degraded, humiliated, or in a submissive role, and/or acting in a forceful, threatening, dominating, or violent manner that appears to be sexual in nature; and/or 4. Minor(s), or models depicting minors, in a sexually suggestive setting, pose, or attire.	1/28/2026
MSP-5636	Sexually Suggestive / Provocative	Sexually Suggestive / Provocative – Visual, verbal, written or behavioral material or action with sexual undertones implying sexual intent in order to provoke sexual arousal.	1/28/2026
MSP-5783	Shoot to Stop	Shoot to Stop – Shooting at a person's center mass with the intent of stopping the action of a person.	1/28/2026
MSP-5640; MWPP-6639	Show of Force	Show of Force – Movement of appropriate staff and/or equipment/weapons to an incident site for the purpose of convincing an inmate(s) that adequate staff and measures are available and will be used to successfully resolve the situation.	1/28/2026
HSG-1090	Sick Call	Sick Call – The evaluation and treatment of a patient by a qualified health care professional in a clinical setting, either on or off-site.	1/28/2026
MSP-5641	Significant Institutional History	Significant Institutional History – Inmates with a documented history of disciplinary infractions in Category I, II, or III that results in a combined score of 5 or more on the classification instrument in Severity of Institutional Misconduct and/or Number of Category I or II Rule Violation sections.	1/28/2026
DOCP-1629	Situational Accommodations	Situational Accommodations – Accommodations that are temporarily needed based on circumstances.	1/28/2026
CG-0581; DOCP-1633	Special Management	Special Management – A non-punitive housing status for offenders who request removal from the general population or who require protection for their safety and well-being.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
MSP-5650	Special Needs	Special Needs – Inmates who may require accommodations, arrangements, or programming different from the general population inmates. Special Needs inmates may include, but are not limited to, individuals with developmental disabilities, physical and mental disabilities, chronic illness or chemical dependency, that require development of an individualized treatment plan for optimal care.	1/28/2026
MSP-5651	Special Needs Committee	Special Needs Committee – A committee that consists of providers, nursing staff (including Chronic Care RN, Discharge Planning Nurse), and health care administrators who meet a minimum of two times per month.	1/28/2026
MSP-5652	Special Needs Patient	Special Needs Patient – A patient with health conditions that require multidisciplinary individual treatment planning for optimal care. These conditions might include but are not limited to adolescence, developmental disability, frail or elderly patients, physical disabilities including vision and hearing, patients with serious mental health disorders, patients with recent hospitalizations or ER visits, and patients receiving end of life/palliative care.	1/28/2026
CORGC-9221	Specialized Diet	Specialized Diet – Modified/special diet ordered for temporary or permanent health conditions that may restrict the type, preparation, and amount of food.	1/28/2026
CG-0583; DOCP-1635; MSPG-5433	Specialized Response Team	Specialized Response Team – Regardless of local title, a team of personnel trained to resolve disturbances, effect hostage rescue through tactical means, and control perimeter security and crowds; members must successfully pass the POST certified Basic SWAT course within the first year of participation.	1/28/2026
DOCP-1637	Specialty Care	Specialty Care – Specialist provided health care (for example, nephrology, surgery, dermatology, orthopedics).	1/28/2026
MSP-5659	Staffing Plan	Staffing Plan – A detailed schedule on which classifications of staff are assigned to posts or positions for the health care unit. Full-time equivalent (FTE) staff coverage required, lists current incumbents and vacancies, and addresses how full coverage will be accomplished if all positions are not filled.	1/28/2026
FPB-2550; PPB-3585	Standard Operating Procedure	Standard Operating Procedure – An internal management document developed at the Department, division, bureau, facility, or program level that provides staff with direction on how to implement a Department policy, required action, or program.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-1641	Standard Precautions	Standard Precautions – Combines the major features of universal precautions (designed to reduce the risk of transmission of bloodborne pathogens) and body secretion substance isolation (designed to reduce the transmission of pathogens from moist body substances) and apply them to all patients receiving care, regardless of their diagnosis or presumed infection status and are based on the principle that all blood, bodily fluids, secretions, excretions except sweat, non-intact skin, and mucous membranes may contain transmissible infectious agents. Standard precautions include hand hygiene, use of gloves, gown, mask, eye protection, or face shield depending on the anticipated exposure and safe injection practices.	1/28/2026
HSB-9077	Standing Orders	Standing Orders – Clinician-directed written orders and instructions that specify the course of treatment to be provided for each patient suspected of a given condition.	1/28/2026
CORGC-9171	Stand-Up Count	Stand-Up Count – A count that requires offenders to stand at their cell/room doors or end of beds to demonstrate they are physically present and not deceiving the observer through the use of dummies or other simulations.	1/28/2026
MSP-5667	Stock Medication Card	Stock Medication Card – A card containing medications not labeled for a specific patient. Stock medication cards are authorized for use during pill pass. The stock medication card may also be given to the inmate as "keep on person" but must be labeled with dosing instructions and signed by a provider.	1/28/2026
DOCP-1651; PPB-3609	Street Gang	Street Gang – Any organization, association, or group of three or more persons within the community, whether formal or informal, which has continuity of purpose, seeks a group identity, and has members who individually or collectively engage in or have engaged in a pattern of criminal activity.	1/28/2026
PPB-3615	Subsequent Receiving State (Interstate)	Subsequent Receiving State (Interstate) – The state to which an offender is transferred that is not the sending state or the original receiving state.	1/28/2026
CORGC-9279	Substance Use Disorder (SUD)	Substance Use Disorder (SUD) – A disorder resulting from the recurrent use of alcohol and/or drugs, which causes clinically and functionally significant impairment such as health problems, disability, and/or failure to meet major responsibilities at work, school, or home.	1/28/2026
MSP-5669	Substantial Security Risk Determination	Substantial Security Risk Determination – A designation given to inmates who are deemed to pose a serious risk to safety and security due to one or more instances of violent, assaultive, or aggressive behavior towards staff or other inmates.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
HSG-1093	Suicidal	Suicidal – Acutely Suicidal (active) inmates are those who engage in self-injurious behavior or threaten suicide with a specific plan and are placed on constant observation to ensure safety. Nonacutely Suicidal (potential or inactive) inmates are those who express current suicidal ideation (for example, expressing a wish to die without a specific threat or plan) and/or have a recent prior history of self-destructive behavior.	1/28/2026
LANG-9087	Suicide / Self-Injury Plan (SSIP)	Suicide / Self-Injury Plan (SSIP) – A plan established primarily by the QMHP in coordination with the Unit Management Team to address the safety of the inmate. This plan includes placement, watch level, and an individual plan for the inmate to step down from suicide watch.	1/28/2026
LANG-9089	Suicide Watch	Suicide Watch – A status whereby a potentially suicidal inmate who has engaged in self-harm or is at risk of self-harm is placed in an appropriate secure cell, on Close or Constant observation. This may include different, more secure housing, the removal of or more secure property, as well as other precautions to ensure safety of the inmate. Suicide Watch is overseen by a QMHP, and only a QMHP may remove an inmate from Suicide Watch.	1/28/2026
LANG-9091	Summary Action	Summary Action – The lowest form of disciplinary action used for inmate contraband, with mutual agreement between the staff member who discovers the contraband and the inmate. If the inmate accepts the summary action, the staff member will have the inmate sign the form to verify the inmate's agreement. If this action is not mutual, staff will cite the inmate on an infraction report and a disciplinary hearing will be conducted.	1/28/2026
CORGC-9248	Summons	Summons – A written order issued by a judicial officer and/or a probation officer, requiring a person accused of a criminal offense or the violation of the terms and conditions of probation to appear in a designated court at a specific time to answer the charge or allegation.	1/28/2026
PPB-3621	Supervising Authority	Supervising Authority – For adult felons, the Department; for adult misdemeanants, a court-approved entity other than the Department; or for juveniles, the juvenile probation division of the youth court or any other person or entity appointed by the court.	1/28/2026
PPB-3624	Supervision Fee	Supervision Fee – A fee assessed to each offender under Probation and Parole supervision pursuant to 46-23-1031, MCA, for basic supervision costs and as a means of offender accountability.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
FPB-2566; PPB-3630	Supplemental Tools	Supplemental Tools – Other assessments and/or evaluations used with the MORRA that aid in identifying an offender's risk category. This includes crime-specific risk assessments (sexual, DUI), static/acute assessments, and clinical evaluations. Currently referred to as "Secondary Assessments."	1/28/2026
CG-0601	Suspended Sentence	Suspended Sentence – All of the imposed term is suspended and the person is almost always placed under the supervision of the Department. Can apply for a Conditional Discharge from Supervision after meeting certain conditions. Can apply for Early Release after serving two thirds of term and meeting certain conditions. Becomes permanent entry on criminal history. Suspended Sentences can be All Suspended, None Suspended, or Partially Suspended.	1/28/2026
MSP-5784	Suspicious Object	Suspicious Object – Any object found on the grounds or buildings of a facility or program that would lead staff to believe it may be a potentially dangerous device/object.	1/28/2026
CORGC-9175	Tablet	Tablet – A specially-designed mobile device provided by the Department that allows offenders access to communication, as well as educational, entertainment, and other various content. This definition does not apply to tablets that offenders may have as part of offender property.	1/28/2026
CG-0607	Technical Violation	Technical Violation – A probationer or parolee's violation of the conditions of sentencing or release, but not a violation of criminal statute. Violations are reported to the sentencing judge, a hearing officer, or a paroling authority to determine the seriousness of the violation and to determine the response.	1/28/2026
CG-0616	Term	Term – The total period of time for which an inmate was ordered to serve in a state correctional institution or program.	1/28/2026
CORGC-9251	Terminally Ill	Terminally Ill – Refers to an inmate whose physical condition has deteriorated to the point where the prognosis is less than one year to live.	1/28/2026
MSP-5681	Thermal Imaging	Thermal Imaging – The technique of using the heat given off by an object to produce an image of it or locate it.	1/28/2026
CG-0618; DOCP-1671	Timeliness	Timeliness – Information is entered as close to the triggering event as possible.	1/28/2026
DOCP-1677	Total Contract Value	Total Contract Value – The entire potential monetary worth of the project from beginning to completion, including the initial contract period and any options to renew. ARM 2.5.201(46).	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
DOCP-1678	Training	Training – An organized, planned, and evaluated activity designed to achieve specific learning objectives and enhance the job performance of personnel; may include classroom instruction, distance learning, on-the-job training, independent study, meetings, and conferences where proof of completion and attendance is required.	1/28/2026
DOCP-1681	Transgender	Transgender – A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.	1/28/2026
PPB-3651	Transient	Transient – An offender who has no residence.	1/28/2026
CG-0627; FPB-2570	Transitional Living Program (TLP)	Transitional Living Program (TLP) – A non-residential program component of the established prerelease center (PRC) program whereby an offender resides in the community at an approved residence, completes a 24-hour itinerary, and reports to the PRC daily. These offenders are jointly monitored by PRC and Department personnel.	1/28/2026
PPB-3654	Travel Permit	Travel Permit – Permission given to an offender to travel to another district or state. Permission may be granted verbally, in writing, or electronically.	1/28/2026
DOCP-1688	Treatment Plan	Treatment Plan – A series of written statements specifying a patient's particular course of therapy and the roles of Qualified Mental Health Professionals (QMHPs) in carrying it out. The plan is individualized, may be multidisciplinary, and is based on an assessment of the patient's needs. It contains a statement of short- and long-term goals as well as methods by which those goals are pursued. It also includes consideration of cultural and language differences.	1/28/2026
DOCP-1689	Treatment Providers	Treatment Providers – Department or contracted staff who are trained and qualified to provide education, counseling, and treatment services to the offender population.	1/28/2026
MSP-5695	Treatment Review Committee	Treatment Review Committee – A committee composed of two members appointed by the Mental Health Services Manager or designee to conduct Involuntary Psychotropic Medication Hearings. Both committee members will be mental health professionals, one member must be a psychiatrist or a physician with mental health experience, and both members must not be involved in the inmate's current treatment. The psychiatrist or physician will serve as chairperson of the committee. The Treatment Review Committee has the authority to: 1) authorize the use of involuntary medications requested by the treating practitioner, and 2) determine whether or not involuntary medications may be continued.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
HSG-1095	Triage	Triage – A process of sorting and classifying offender health requests to determine priority of need and the proper place for health care to be rendered.	1/28/2026
CG-0633; DOCP-1691	Tribal Government	Tribal Government – A state or federally-recognized Indian tribe within the State of Montana.	1/28/2026
CG-0634; DOCP-1692; FPB-2590; PPB-3657	Triggering Event	Triggering Event – Any change that affects the accuracy of information stored in Department information systems, such as change in custody level or location, address, gender, or life status.	1/28/2026
PPB-3660	Unauthorized Release	Unauthorized Release – Occurs when an offender has been released from jail without authorization from the Department.	1/28/2026
CG-0635; DOCP-1694; FPB-2594	Unclothed Body Search	Unclothed Body Search – A visual inspection of an individual's unclothed body and thorough search of the unworn clothing to detect concealed contraband (also referred to as a strip search).	1/28/2026
CG-0636	Undue Familiarity	Undue Familiarity – Conversation, contact, personal, or business dealing between an employee and offender under the supervision of the Department that is unnecessary, not a part of the employee's duties, and related to a personal relationship or purpose rather than a legitimate correctional purpose.	1/28/2026
CG-0637; DOCP-1695; FPB-2598; FPB-2602; PPB-3663; MWPP-6711	Unfounded	Unfounded – An event was determined not to have occurred.	1/28/2026
CG-0639	Unit Investigation	Unit Investigation – A formal internal investigation conducted primarily by facility-designated investigatory staff to discover whether a violation of facility policy/procedure has occurred.	1/28/2026
MSP-5705	Unit Management Team (UMT)	Unit Management Team (UMT) – The housing staff consisting of the Unit Manager, Case Manager(s), Sergeants, and Correctional Officers.	1/28/2026
CG-0640; DOCP-1698	Universal Precautions	Universal Precautions – All human blood or blood products and other potentially infectious body fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and other blood-borne pathogens.	1/28/2026
CORGC-9185	Unscheduled Movement	Unscheduled Movement – Individual or mass movement of inmates to different but authorized areas at other than designated times.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CORGC-9254	Unsubstantiated	Unsubstantiated – Evidence was insufficient to meet the preponderance of the evidence threshold to make a final determination as to whether or not the event occurred.	1/28/2026
PPB-3672	Up to 90-Day Intervention Referral	Up to 90-Day Intervention Referral – A probation, parole, or conditional release offender referred for placement in a community corrections facility for up to 90 days by a Hearings Officer in accordance with the <i>Montana Incentives and Interventions Grid for Probation and Parole</i> and resulting from an intervention hearing. 46-23-1015, MCA and 46-23-1024, MCA.	1/28/2026
PPB-3675	Up to 9-Month Revocation Referral	Up to 9-Month Revocation Referral – A probation or parole offender referred for placement in a community corrections facility for up to 9 months as a requirement of the court or Board of Pardons and Parole and resulting from a revocation hearing. 46-18-203, MCA and 46-23-1025, MCA.	1/28/2026
MSP-5713	Urgent / Emergent Health Care Request	Urgent / Emergent Health Care Request – A request for immediate medical attention based on the offender's belief that a medical condition, symptom, or sign requires immediate attention by personnel trained in the evaluation or treatment of medical problems.	1/28/2026
DOCP-1702	Urgent Situations	Urgent Situations – Any significant disruption of normal facility or agency procedure, policy, or activity caused by riot, escape, natural disaster, employee action, or other serious incident.	1/28/2026
CG-0642	Use of Force	Use of Force – Use of force describes the amount of effort required to compel compliance of a lawful order or direction by an unwilling individual. The levels, or continuum, of force include basic verbal and physical restraint, less-lethal force, and lethal force.	1/28/2026
MSP-5714; MSP-5715	Use of Force Control Continuum	Use of Force Control Continuum – The application of progressive levels of force to gain control of an inmate, starting with passive counter measures up to and including deadly force. Use of force will be limited to the minimum amount of force necessary to control the situation.	1/28/2026
MSP-5721	Vaccine Information Statement (VIS)	Vaccine Information Statement (VIS) – An informational statement on the CDC website that provides current and relevant vaccine information that is required by law to be provided to a person receiving any vaccinations.	1/28/2026
CG-0644; DOCP-1706	Vendors	Vendors – Individual service providers who sell goods or services to the facility including delivery, maintenance, or other service providers not contracted to the Department.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
MSP-5785	Verbal Order	Verbal Order – A loud and clear direction given to an inmate(s) or outside person(s) with the intent for that person(s) to cease and desist illegal activities and follow directions given.	1/28/2026
DOCP-1707	Victim	Victim – The person against whom a felony crime has been committed, or a family member of that person. Other individuals may be recognized as victims on a case-by-case basis.	1/28/2026
CG-0647	Victim Impact Statement	Victim Impact Statement – Prior to sentencing of a defendant, the court permits victims to voice their sense of trauma and victimization that resulted from the criminal actions of the offender to the sentencing authority.	1/28/2026
FPB-2646; PPB-3690	Victim Information and Notification Everyday (VINE)	Victim Information and Notification Everyday (VINE) – An automated telephone, email, and text notification system that provides location and custody status updates about adult offenders under Department supervision.	1/28/2026
DOCP-1711	Victim Information Officer (VIO)	Victim Information Officer (VIO) – A facility or program staff person who provides information and advocacy services for victims.	1/28/2026
FPB-2638; PPB-3684	Victim Liaison (VL)	Victim Liaison (VL) – A Department employee supervised by the Victim Programs Manager (VPM), who performs specific tasks to implement the Department's victim programs and policies including providing direct victim services, collaborating with community entities serving victims, and acting as a liaison between victims and Department staff or Department-contracted facility staff to mitigate risk in high danger situations.	1/28/2026
DOCP-1712	Victim Programs Manager (VPM)	Victim Programs Manager (VPM) – A Department employee located in the Director's Office who manages victim programs and policies, responds to victims' requests for information and referrals, educates victims about the post-conviction criminal justice system, provides victim services training, and represents victim interests in all Department matters.	1/28/2026
CG-0646	Victim-Offender Dialogue	Victim-Offender Dialogue – A voluntary program that allows a victim, or an adult acting on behalf of a victim who is under age 18, to discuss the impacts of the crime with the offender in the presence of a trained facilitator.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
PPB-3693	Violent Felony Offense	Violent Felony Offense – Deliberate homicide, mitigated deliberate homicide, negligent homicide, aggravated assault, negligent vehicular assault, kidnapping, aggravated kidnapping, robbery, sexual intercourse without consent, sexual abuse of children, arson, aggravated burglary, escape, any criminal attempt to commit an enumerated offense, or conviction as a persistent felony offender when the offender has a felony conviction for any of the listed offenses within the 5-year period preceding the date of the present conviction.	1/28/2026
DOCP-1717	Visitors	Visitors – Individuals visiting or touring the facility in an unofficial capacity.	1/28/2026
HSB-9081	Vital Signs	Vital Signs – Measurements of the body's most basic functions, such as breathing rate, body temperature, pulse rate, and blood pressure.	1/28/2026
CG-0654; DOCP-1719; FPB-2654; MSP-5725; MWPP-6729; MWPP-6733; PHCF-7607	Volunteer	Volunteer – Any person who has been approved to provide service(s) for Department programs without compensation.	1/28/2026
CG-0656	Volunteer Group	Volunteer Group – Two or more individuals working together to achieve a common goal or provide a regular service in response to an identified need, for example, Alcoholics Anonymous, Prison Fellowship, Homeward Bound, T.E.A.M. Mentoring.	1/28/2026
PPB-3705	Volunteer Work	Volunteer Work – Outside work performed by employees' own free will without any form of compensation (for example, law enforcement reserves) that rises above volunteer work for charity and church organizations, etc.	1/28/2026
DOCP-1721	Voyeurism	Voyeurism – An invasion of privacy of an offender by an employee or service provider for reasons unrelated to official duties.	1/28/2026
LANG-9095	Vulnerable Inmate	Vulnerable Inmate – A designation of an inmate who appears to be at risk for abuse, violence, and/or threats from others in the inmate population due to criminal history, type of crime, profile of crime, prior occupation, informant or witness status, age, physical stature, or other pertinent information.	1/28/2026
CG-0658	Waiver (Parole Board Waiver)	Waiver (Parole Board Waiver) – An offender will voluntarily postpone either a parole board appearance or their appearance at a final revocation hearing before the full Board. Waivers of appearance are usually only accepted twice and must have Board staff approval for any subsequent waivers. An inmate may waive their parole board appearance for a maximum of 6 months.	1/28/2026
LANG-9097	Warden	Warden – The official ultimately responsible for the secure facility or program operation and management.	1/28/2026

Code	Term	Definition	Posted Date / Last Revised
CG-0661	Warrant	Warrant – Court authorization, most often for law enforcement officers, to conduct a search or make an arrest.	1/28/2026
LANG-9099	Watch Cell (Suicide Resistant Cell)	Watch Cell (Suicide Resistant Cell) – A safe and secure cell designated for suicide monitoring. This separation is temporary and non-punitive.	1/28/2026
MSP-5732	Work and Reentry Center (WRC)	Work and Reentry Center (WRC) – The MSP housing unit located outside of the fenced compound where inmates live who have job assignments outside of the fence compound.	1/28/2026
MSP-5734	Work Area Search	Work Area Search – A complete search of all inmates, equipment, fixtures, and items in a work-site area.	1/28/2026
CG-0662	Work Release	Work Release – A program in which detainees or inmates in secure or non-secure residential facilities are permitted to be employed in the community, look for employment, or participate in other educational programs, but return to the facility at the close of each day.	1/28/2026
MSP-5736	Work Roster	Work Roster – A daily list of inmates assigned to work crews that work outside the housing units.	1/28/2026
CORGC-9206	Youth / Juvenile	Youth / Juvenile – A person who is less than 18 years of age without regard to sex or emancipation.	1/28/2026
CORGC-9209	Youth / Juvenile Delinquency	Youth / Juvenile Delinquency – A special justice category created for young offenders, usually those between 7 and 18 years of age.	1/28/2026
CORGC-9215	Youth / Juvenile Detention Facility	Youth / Juvenile Detention Facility – A usually secure facility for juveniles who are awaiting trial that may also be used as a post-adjudication placement. It is generally reserved for the more serious and chronic youth / juvenile defendants or offenders.	1/28/2026
DOCP-1730	Youth Secure Facilities	Youth Secure Facilities – Department-owned and contract facilities, to include Riverside Youth Correctional Facility and Pine Hills Correctional Facility as well as county juvenile detention centers.	1/28/2026
CG-0666; DOCP-1732	Youth Sexual or Violent Offender	Youth Sexual or Violent Offender – A person who in youth court has been found to have committed or been adjudicated for a sexual or violent offense.	1/28/2026
DOCP-1733; CG-0667	Youth with Adult Sentences	Youth with Adult Sentences – An individual under the age of 18 who has been committed to the Department or sentenced to prison in accordance with the Youth Court Act, including a criminally convicted youth or a youth with an adult sentence pursuant to Title 41, Chapter 5, Part 16, MCA, the Extended Jurisdiction Prosecution Act.	1/28/2026