



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure:	4.8.100 CONTRACT PLACEMENT BUREAU OPERATIONS
Effective Date:	June 1, 2003 Page 1 of 5 and 2 Attachments
Revision Date(s):	March 23, 2017, April 30, 2021
Reference(s):	DOC Policy
Signature:	/s/ Jim Salmonsens / Warden

I. PURPOSE

Montana State Prison (MSP) manages contracts for adult inmate placements in private and regional correctional facilities. Placements in contract facilities are dependent upon the facilities' needs for: bed space, cost effective per diem rates, alternatives to placement in state facilities, victims' issues, appropriate programming, safe and secure operations, and the inmate needs.

II. DEFINITONS

Cascade County Regional Adult Detention Center (CCDC) – is the regional correctional facility located in Great Falls, Montana that is owned and operated by the Cascade County government under the management of the Cascade County Sheriff. This facility is under contract and currently houses adult male inmates.

Contract Placement Bureau (CPB) – is the unit within MSP that is responsible for developing, managing and monitoring contracts for the placement of adult male inmates.

Crossroads Correctional Center (CCC) – is the private correctional facility located in Shelby, Montana that is owned and operated by CoreCivic and is under contract to house adult male inmates.

Dawson County Adult Correction Facility (DCCF) – is the regional correctional facility located in Glendive, Montana that is owned and operated by the Dawson County government under the management of the Dawson County Sheriff. This facility is under contract to house adult male inmates.

III. PROCEDURES

A. General Requirements

1. The CPB is responsible for screening and placement of all adult inmates to be housed in secure care contract facilities. The CPB staff are charged with the responsibility of monitoring all placements to ensure that inmates are treated appropriately and that contracted facilities are operated in a safe and secure manner at all times.
2. The CPB is located at MSP with satellite offices at the Crossroads Correctional Center, the Cascade County Regional Detention Center and the Dawson County Adult Correctional Facility.
3. Satellite Offices are offices in private and regional facilities staffed by contract monitors. These individuals are charged with the responsibility of monitoring contract compliance and to serve as liaison officers between the facility and the Department.

B. Offender Placement

1. Upon completion of the orientation and reception process at MSP every inmate will be considered for potential placement in contract facilities. This process is required to ensure that there is a list of eligible inmates for placements so that the populations at MSP can be managed in a safe, secure and effective manner. Any inmate may be placed in any facility by the CPB staff based on Department needs.
2. The screening of inmates will look at the following criteria:
 - a. criminal history;
 - b. detainers;
 - c. classification/custody;
 - d. medical/mental health needs;
 - e. victim needs;
 - f. separation needs;
 - g. institutional needs;
 - h. parole eligibility/sentence review;
 - i. discharge date;
 - j. length of sentence;
 - k. disciplinary record;
 - l. program needs;
 - m. escape history;
 - n. mitigating or aggravating circumstances;
 - o. special management;
 - p. any other area as determined by CPB staff; and
 - q. Department fiscal responsibilities.
3. Placements are made based on available bed space, the custody level and the number of inmates in a facility. The CPB reserves the right to determine placement consideration for all inmates. If there is a legitimate reason to place an inmate in one facility as opposed to another, the request will be addressed on a case-by-case basis by the CPB managers.
4. The CPB Chief or designee(s) grants final approval of inmate placement, typically after consulting with the following departments:
 - a. Board of Pardons and Parole;
 - b. IPPO;
 - c. medical;
 - d. dental;
 - e. mental health;
 - f. unit management;
 - g. records; and
 - h. classification.
5. Transportation is arranged by CPB staff in accordance with local facility contracts and *DOC Policy 3.1.12, Offender Escort and Transportation*.
6. Facility contracts provide the specific procedures by which communications with the CPB must be maintained. At a minimum, the information outlined in *attachment A, Communications* must be submitted to the CPB as specified in the attachment.

7. The CPB requires daily contact with all the contracted facilities through the use of *Daily Operational Reports as outlined in attachment A, Communications*.
8. All contracted facilities must strictly comply with procedures for disciplinary actions in accordance with *DOC Policy 3.4.1, Offender Disciplinary System* and *MSP Procedure 3.4.1, Institutional Discipline*.

C. Transfer

1. Transfers between correctional facilities may occur on a regular basis.
2. The MSP Division's CPB is responsible for making the final decisions on the transfer of all inmates between all adult male secure care department facilities and contracted correctional facilities. These transfers will be noticed by an official CPB "Authorization to Transport" order.
3. Transfer requests may be made by appropriate facility staff to CPB staff by using *attachment B, Inmate Transfer Requests*. The requesting staff should have all required reports completed and Administrative approval (per the classification manual) done before CPB staff will consider the transfer. The CPB Chief or designee(s) will make the final decisions on these requests.
4. Transfers and/or returns between contract and state correctional facilities are typically made as a result of the following:
 - a. disciplinary problems;
 - b. medical;
 - c. need for separation;
 - d. program requirements/need;
 - e. Department fiscal responsibilities;
 - f. population management;
 - g. Custody/Classification;
 - h. inmate request/need; and
 - i. Security Threat Group management.

D. Facility Monitoring Requirements

1. The requirements for staffing of monitors is as follows:
 - a. every contracted facility will be monitored by an on-site staff member who is an employee of the Department;
 - b. monitors are directly accountable to the CPB Chief; however, day-to-day supervision by a CPB Manager may be provided if requested by the CPB Chief;
 - c. pre-service and in-service training requirements will be established for all monitors, and on-the-job training will be provided on a regular basis; and
2. The monitoring of contracted facilities is as follows:
 - a. the monitoring of all contract facilities will be conducted through the use of standard checklists that are developed in accordance with requirements outlined in facility contracts and based on the specific Post Order. Contract monitors will utilize the factors in the monitoring checklists as guidelines for daily work activities. Monthly reports on contract compliance and daily operations

of each facility will be developed by the CPB to guide monitors and facility staff in the appropriate procedures for documenting work and reporting findings;

- b. contract facilities may be subject to intensive on-site monitoring reviews conducted by the CPB and/or the Department Quality Assurance Unit (QA). These reviews will utilize a monitoring instrument previously approved by the contract facility and the CPB/Department QA unit. The review teams for each contract monitoring effort will be selected on a case-by-case basis by the CPB Chief and/or QA Director or designee(s). The review team will typically be composed of Department staff, employees from other contracted facilities, and subject matter experts;
- c. prior to the placement of inmates in a new contract facility, the CPB and the Department QA unit will conduct a pre-operations monitoring review. This review is conducted to provide the facility and the CPB with baseline information to assist in determining what current issues require corrective action;
- d. following each monitoring review, an on-site meeting will be conducted with the facility administration to review the findings of the monitoring effort. Requirements will be made at this time for the formulation of corrective action plans, including timelines for completion and responsible parties;
- e. emergency and/or extraordinary monitoring reviews will be conducted at any facility in which the CPB Chief determines there is evidence of a need for immediate action. These inspections may be made unannounced at the contract facility; and
- f. the review and revision of all monitoring instruments will be completed as needed. Emergency changes may be made in the event that there are immediate needs to address. All monitoring instruments, and changes, will be submitted to the applicable contract facility for review. The CPB will give every consideration to changes and/or additions to the monitoring instruments, when they are suggested by the contract facilities. The CPB is not bound to make such changes unless they reflect an issue clearly defined by the facility contract.

E. Contract Compliance

1. Facility contracts will serve as the basis by which all issues of importance are decided, and by which questions regarding operations will be addressed. In the event that there are operational or legal issues that require contract interpretation, the CPB will seek the assistance of Department Legal Services staff.
2. Any out of state or federal jurisdiction inmates housed at the private facilities will be in accordance with MCA 53-30-603

IV. REFERENCES

MCA 53-1-203

MCA 53-30-603

MCA 53-30-603

DOC 4.6.3 DOC COMMITS

V. CLOSING

Questions concerning this procedure shall be directed to the Contract Placement Bureau Chief

VI. ATTACHMENTS

Communications
Inmate Transfer Request

Attachment A
Attachment B

COMMUNICATIONS

- A. Immediate Reporting: the Facility Administrator will ensure that the MSP Shift Commander receives immediate verbal notification of all Priority I incidents (MSP 1.1.6A). Written reports concerning these incidents shall be faxed or electronically sent to CPB within 8 hours of discovery of the incident.
- B. Daily Operational Reports: It is a requirement that all contract facilities provide a daily report, as approved by the CPB Managers, to the CPB and the on-site Contract Monitor. The person designated to fill out the report must complete all applicable sections of the form prior to sending it to CPB personnel. The facility administrator or designee will ensure that CPB daily reports to include at a minimum:
- All Priority 1 incidents
 - Major and minor disturbances.
 - Count/change in count/abnormal counts
 - Severe and major disciplinary reports.
 - Identification of inmates in Max Custody, temporary lock-up and detention, with length of stay.
 - All assaults – to include inmate on inmate assaults and assaults on staff.
 - Use of force.
 - Personnel action that may affect delivery of services.
 - Contraband seizures including weapons, drugs and alcohol.
 - UA tests; and results.
 - Off-site medical transports.
- C. Written reports, including incident reports, must be given to the Contract Monitor and/or the CPB. In the event the Contract Monitor is not available; the Daily Reports and requested information must be electronically sent or faxed to the CPB at Montana State Prison.
- D. Additional reports requested will be immediately faxed or electronically sent to the CPB.
- E. Video recordings, if available, must be sent to CPB within three (3) days of a request.
- F. The liaison to contract facilities is the CPB Chief.



INMATE TRANSFER REQUEST

Inmate Name:

AO:

Current Facility:

Reason

Current custody level:

Next classification review date:

Current/active separation needs:

Special Management

Date of last disciplinary violation:

Conduct:

Job Assignment:

Length at current facility:

Current medical restrictions and points: (OMIS 3.0)

Other factors to be taken into consideration:

Name of Staff Member Requesting Transfer:

Date:

CPB Response:

X

CPB Staff