

DOC REVOCATIONS FOR PLACEMENT REQUIREMENTS ATTACHMENT 4

A. PLACEMENT DETERMINATION PROCESS FOR DOC REVOCATIONS FOR PLACEMENT:

1. This process applies to all conditional release revocations as well as offenders terminated from a community corrections residential facility or probationers or parolees who have only a pending revocation. All referrals will be made following the placement determination process as outlined in the *DOC Placement Directive Attachment 1*. Staff will use the offender's current risk and needs assessment to establish overall risk. If the offender does not have a current assessment or the assessment cannot be located, Assessment Center staff will complete a risk assessment as required in Department procedure.
 - a. Staff will review all relevant information contained in the offender's case records including all disciplinary hearing dispositions and criminal history to properly summarize in descriptive narratives on the appropriate form the offender's current circumstances, strengths, needs, and potential barriers.
 - 1) A search of offender chronological entries and documents in OMIS is required to verify that all documented restraining orders and court-ordered no-contact requirements are accurately reflected on the *PFB 6.1.201 (C) Referral for Placement (Referral)*.
 - b. Staff will require the offender to undergo other clinical evaluations (such as substance use disorder or mental health evaluations) as part of this determination process if 1) indicated by the risk and needs assessment results or other screening tools used in this process, or 2) if ordered by the court as a condition. The recommendations made by clinical evaluation will be used by staff to match the offender to a program/facility that can best address the offender's specific needs.
 - c. Staff will consider any victim input and information as well as orders of protection and/or restraining orders or requests for no contact before making the referral.
 - d. Staff making the referral must verify that any known felony warrants, detainers, or pending felony matters are communicated clearly on the *Referral*. Not all warrants/detainers will prohibit an offender's placement:
 - 1) Misdemeanor warrants will not preclude placement;
 - 2) Felony offenses that are still pending will be considered on a case-by-case basis after consult with the receiving facility and FPB. Factors to consider are severity of offense, timeliness of case resolution, the court's willingness to allow remote appearances, and the receiving facility's ability to accommodate remote appearances; and
 - 3) Immigration detainers are a civil matter and will not preclude placement.
 - e. If an offender has an escape conviction within the past 3 years, *PFB 6.1.201 (D) Approval of Offender Placement with Escape Conviction(s)* must be submitted to the FPB Chief or designee at corao@mt.gov for approval before making the referral.
 - f. The stacking of referrals to multiple treatment programs and/or multiple PRC programs is not allowed unless there is justification for successive programs. Approval for stacking must be obtained prior to making the referral by submitting a request and justification to correquests@mt.gov.
 - g. It may be appropriate for the offender to repeat a previously completed program after considering the offender's identified risks and needs, prior performance in previous placements, length of time since prior program completion, and programming received since the prior program participation.
 - h. Staff will inform the offender of the referral(s) being made and the reason(s) for the referrals. Staff making the referral must confirm the offender will consent to placement if accepted by a program/facility prior to making the referral. If the offender does not readily consent, Motivational Interviewing techniques should be used to gain the offender's consent. If the offender persists in refusal for placement while at an Assessment Center, Department staff should follow the established placement refusal process.

B. APPLICATION PROCESS:

1. Staff must complete the *Referral* form and *PFB 6.1.201 (A) Offender Application for Prerelease or Treatment Placement (Application)*. Full narrative answers must be provided on the *Referral* by staff for every question (“see PSI” or “see OMIS” are not appropriate answers and the *Referral* will be returned for completion).
 - a. A search of offender chronological entries and documents in OMIS is required to verify that all documented restraining orders and court-ordered no-contact requirements are accurately reflected in the *Referral*.
2. The documents listed below will be submitted to the facility screening committee(s) electronically through the file transfer service or by e-mail. Paper documents will no longer be sent by referral sources or accepted by facilities.
 - a. Documents submitted electronically for DOC Revocations (revoked from CR or facility) include:
 - 1) *Referral*
 - 2) *Application*
 - 3) Approved *PFB 6.1.201 (D) Approval of Offender Placement with Escape Conviction(s)* (if applicable)
 - 4) PSIs completed within the last 3 years (if available)
 - 5) Judgments (or VOCs) for all cases the offender is serving on (if available)
 - 6) Information(s) for all cases the offender is serving on (if available)
 - 7) Recent behavioral health reports/evaluations (SUD or Mental Health) (if available)
 - 8) Reports of Violation/disciplinary hearing information related to the current placement process
3. Applications to prerelease centers (PRCs) will follow the established screening rotation which allows for an offender to be considered by other PRC programs if denied by the preferred center. Staff will indicate on the *Referral* which of the screening rotations (indicated below) the *Application* is to follow as well as the offender’s preferred PRC. The *Application* will begin at the preferred PRC’s spot in the rotation. If no preferred PRC is indicated, the *Application* will be sent to the first PRC in the specific rotation indicated on the *Referral*.
 - a. **Male Rotation:** Butte PRC – Helena PRC – Great Falls PRC – Alpha House PRC – Missoula PRC – Gallatin Reentry Program.
 - b. **Male Sex Offender Rotation:** Helena PRC – Great Falls PRC – Alpha House PRC – Missoula PRC.
 - c. **Female PRC Programs Rotation:** Butte PRC – Great Falls PRC – Passages PRC – Missoula PRC.
 - d. **Female Sex Offender Rotation:** Great Falls PRC – Passages PRC – Missoula PRC.
4. Staff making the referral must respond timely to any inquiries made by a facility screening committee to clarify any information or provide additional information as needed.
 - a. Staff may arrange for the offender to have a telephonic or in-person interview with the facility screening committee’s screening coordinator.
5. The referral source must document in an OMIS chronological entry the specific referral(s) made.
6. If an offender is denied by all PRC programs, staff making the referral must contact the Screening Coordinators to determine if the reason for denial can be addressed and resolved. If it can be resolved, the staff making the referral will submit a new *Application* and *Referral* (do not resubmit the previous information) and make all OMIS chronological entries throughout the process. If the reason for denial cannot be resolved, the staff making the referral will determine the next best placement for the offender using the *DOC Placement Directive Attachment 1*.

C. FORMS:

- PFB 6.1.201 (A)* *Offender Application for Prerelease or Treatment Placement*
PFB 6.1.201 (C) *Referral for Placement*
PFB 6.1.201 (D) *Approval of Offender Placement with Escape Conviction(s)*