

GUIDELINES FOR PLACEMENTS FROM SECURE FACILITY ATTACHMENT 5

A. PLACEMENT DETERMINATION PROCESS FOR BOARD OF PARDONS AND PAROLE (BOPP) CASES:

1. The following guidance is applicable to offenders in a secure facility or a community corrections facility and who are under the jurisdiction of the Board of Pardons and Parole.
2. Offenders may be referred only by Department staff if the BOPP granted an offender parole contingent upon completion of a prerelease center (PRC) and/or treatment program. If an offender has appeared before the BOPP and received a disposition that does not support a placement, staff will not make a referral.
3. 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. 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)*.
4. Staff making the referral must verify that any known felony warrants, detainers, or pending felony matters are communicated clearly on the *Referral* form. Not all warrants/detainers will prohibit an offender's placement:
 - a. Misdemeanor warrants will not preclude placement;
 - b. 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
 - c. Immigration detainers are a civil matter and will not preclude placement.
5. 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.
6. 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 corerequests@mt.gov.
7. 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.

B. APPLICATION PROCESS:

1. Staff must complete the *Referral* 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).
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 BOPP cases 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
 - 9) Parole report related to the current parole hearing
 - 10) Applicable BOPP Disposition

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 notify the BOPP that the offender was not approved by any PRC programs.

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)