

NEW DOC COMMITMENTS PLACEMENT REQUIREMENTS ATTACHMENT 3

A. PLACEMENT DETERMINATION PROCESS:

1. Upon sentencing to the Department of Corrections with specific recommendations made by the court for placement, staff will make referral(s) to the facilities recommended by the court as outlined in the *DOC Placement Directive Attachment 1*.
 - a. For new DOC commitments, *PPD 4.6.300 (E) DOC Commitment Pending Placement Notice* must be completed by the P&P Officer or staff of the assessment/sanction center after acceptance by a facility screening committee, but prior to placement, and the form must be submitted as directed in *PPD 4.6.300 DOC Commitments*.
2. If there was no PSI completed prior to sentencing and the court did not make a specific recommendation for placement, staff will follow the placement determination process as outlined in the *DOC Placement Directive Attachment 1*.
3. New DOC commitments may be referred by Probation and Parole while offender is in the community or jail, or by an assessment/sanction center. If Probation and Parole staff are unable to determine the best placement for an offender, or the offender needs clinical evaluations or assessments which cannot be obtained in the community, the case should be staffed with a supervisor and the offender may be placed at the following assessment/sanction center for placement determination and referral:
 - a. new male DOC commitments to MASC (or as a MASC Diversion to START or Pine Hills Correctional Facility); or
 - b. female DOC commitments to Passages ASRC.
4. Staff will review all relevant information contained in the offender's case records and criminal history to properly summarize the offender's information in descriptive narratives on the *PFB 6.1.201 (C) Referral for Placement (Referral)* form.
 - a. 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:
 - 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.
 - b. 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.
 - c. 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.
5. 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, staff should consider placement at an Assessment Center. 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 new DOC commitments 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)
 - a) Attach plea agreement and affidavit if not included in PSI for current/pending offenses only
 - b) Provide plea agreement and affidavit if no PSI is available for current/pending offenses only
 - 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) Report(s) of Violation 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:

<i>PFB 6.1.201 (A)</i>	<i>Offender Application for Prerelease or Treatment Placement</i>
<i>PFB 6.1.201 (C)</i>	<i>Referral for Placement</i>
<i>PFB 6.1.201 (D)</i>	<i>Approval of Offender Placement with Escape Conviction(s)</i>
<i>PPD 4.6.300 (E)</i>	<i>DOC Commitment Pending Placement Notice</i>