



## COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU OPERATIONAL PROCEDURE

Procedure	<b>PFB 6.1.202 ADMINISTRATIVE TRANSFERS</b>
Effective Date:	01/23/2020 <span style="float: right;">Page 1 of 2</span>
Revision Date(s):	08/11/2021; 04/15/2025
Signature/Title:	/s/ Scott Eychner, Rehabilitation and Programs Chief

**This procedure is referenced as ACCD 4.6.200 Administrative Transfers/Overrides in Section 3.G. Offender Management and Administrative Transfer/Overrides in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, Connections Corrections Program (CCP), START, and WATCH Contract.**

### I. PURPOSE

Contract facilities will follow this procedure when administratively transferring an offender.

### II. DEFINITIONS (see Glossary)

### III. REQUIREMENTS

#### A. Offenders on Community Supervision

1. An offender on probation, parole, or conditional release supervision who is experiencing severe medical or mental health issues will be encouraged to use community medical or mental health resources.
2. Offenders on community supervision cannot be administratively transferred for medical or mental health stabilization.

#### B. Offenders in a Community Corrections Facility or Pending Placement

##### 1. General Information

- a. An offender may be temporarily administratively transferred to a community corrections facility or secure facility. Applicable reasons may include:
  - 1) medical assessment/stabilization
  - 2) mental health assessment/stabilization
  - 3) separation needs
  - 4) offender is approved for a placement that is not immediately available
- b. Administrative transfers may be made for DOC Commitments that the Department temporarily places in a secure facility for assessment.
- c. For prerelease offenders with severe mental health issues, the offender's case manager will ensure that all available community resources have been exhausted prior to initiating an administrative transfer.
- d. Offenders will be placed in the least restrictive location at which their needs can be addressed.
- e. An offender will return to their prior placement upon completion of the administrative transfer, unless circumstances warrant placement in a different facility as determined by the Department.

##### 2. Transfer to Assessment Center for Medical or Mental Health Stabilization

- a. Facilities may request an administrative transfer of an offender to an assessment center facility for medical or mental health stabilization for up to 90 days.

##### 3. Transfers to MSP/MWP

- a. Facility staff may request an administrative transfer of an offender from a facility to MSP/MWP for medical or mental health stabilization for up to 90 days.

- b. This transfer will be administered under the *Memo of Understanding* between the Department of Corrections and the BOPP.
- c. In some cases, an offender who has been administratively transferred to an assessment center may need further stabilization and can be administratively transferred to MSP/MWP for up to 90 additional days, following applicable procedures.
- d. If an offender has not been determined stabilized within the 90-day period at MSP/MWP, the FPB Chief, in conjunction with the BOPP, may extend the offender's stay. MSP/MWP staff will send an extension request to corao@mt.gov for appropriate routing.

### C. Procedures and Responsibility

1. Once an administrative transfer has been deemed necessary by the facility, they will send *PFB 6.1.202 (A) Request for Administrative Transfer (Request)* to corao@mt.gov for appropriate routing to Department staff based on the content of the *Request*.
  - a. All necessary information, including medical information justifying the request, must be included on the *Request*.
  - b. The *Request* and email subject line must be named as follows: "*Offender last name, first name, DOC #, Facility, AT.*"
2. When the *Request* has been reviewed by HSB staff and approved or denied by the FPB Chief or designee, they will email it to corao@mt.gov for the FPB Administrative Assistant to upload it to the offender management system and distribute it to appropriate facility staff.
3. If the administrative transfer request is approved, the receiving facility will determine the transport date in consultation with the sending facility.
4. Emergency approval of an administrative transfer may be given verbally by the FPB Chief or designee.
5. When transfer is approved:
  - a. Prior to offender arrival, the sending facility will send applicable offender paperwork to the receiving facility:
    - 1) medical/mental health/medication records; and
    - 2) a behavioral report, if applicable.
  - b. Medical and/or mental health progress will be monitored and communicated weekly by the receiving facility's onsite medical and/or mental health staff to HSB staff.
  - c. Offender's bed will be held by the sending facility as an "off-site" count for up to 30 days.
6. Onsite medical and/or mental health staff will report when stabilization has occurred and the offender is able to return to the sending facility or to the community.
  - a. Prior to the end of an administrative transfer that was initiated due to medical or mental health stabilization needs, a meeting will be held between the sending facility and the receiving facility to ensure continuity of care.
    - 1) When the meeting is concluded, the facility to which the offender is transferring sets the bed date and initiates the transportation process.
7. If it has been determined that an offender cannot be returned to their original placement, FPB and HSB staff will review the case to determine appropriate placement.

### IV. CLOSING

Questions about this procedure should be directed to the FPB Chief or PPB Chief.

### V. FORMS

*PFB 6.1.202 (A) Request for Administrative Transfer*