



**DEPARTMENT OF CORRECTIONS
PROGRAMS AND FACILITIES BUREAU
FACILITY OPERATIONAL REQUIREMENT**

Requirement:	PFB 6.2.406 STAFFING REQUIREMENTS AND TRAINING
Effective Date:	03/23/2020 Page 1 of 3
Revision Date(s):	09/13/2021
Reference(s):	53-1-203, MCA
Signature / Title:	/s/ Megan Coy, Programs and Facilities Bureau Chief

This requirement is referenced as follows in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, and START.

- as **ACCD 1.3.400 Staff Recruitment, Selection, and Licensure/Certification in Section 4.C.1. Facility Management; Staffing/Certification/Training; Staff Recruitment, Selection, and Licensure/Certification**
- as **ACCD 1.3.401 Staffing Plans/Patterns in Section 4.C.2. Facility Management; Staffing/Certification/Training; Staffing Plans/Patterns**
- as **ACCD 1.4.100 Staff Training in Section 4.C.3. Facility Management; Staffing/Certification/Training; Staff Training**

I. PURPOSE:

To foster pro-social changes in offenders through the use of appropriate staff modeling, effective treatment curriculum and instruction, and a supportive treatment environment, the Programs and Facilities Bureau’s contract facilities will follow applicable state and federal statutes, Administrative Rules of Montana, and nondiscriminatory policies and procedures for employee selection to ensure the employment of the best available applicants and establish training plans for their employees.

II. DEFINITIONS:

Facility/Program – Refers to any division, prison, secure care correctional facility, correctional or training program, or community-based program under Department jurisdiction or contract. This term includes the facility building or residence, including property and land owned or leased and operated by the Department or contractor.

PFB-Programs and Facilities Bureau – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services.

Programs and Facilities Contract Manager – The Department’s employee(s) who acts as the liaison for services and monitors the contractual agreements between the Department and PFB contract facilities.

III. REQUIREMENTS:

A. STAFF RECRUITMENT, SELECTION, AND LICENSURE/CERTIFICATION:

1. PFB contract facilities must ensure all areas of responsibilities relating to hiring requirements, the recruitment and hiring of vacant and critical positions, and position descriptions are addressed:
 - a. Each PFB contracted facility will fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973, and Public Law 108-

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- 79 Prison Rape Elimination Act. Any subletting or subcontracting by a facility subjects subcontractors to the same provision.
- b. In accordance with §49-3-207, MCA, the hiring of staff will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin.
 - c. Each facility will hire all program and support staff upon a successful background check.
2. The facility must be capable of providing sufficient, experienced personnel to meet the requirements specified in the contract with the Department.
 3. It is the responsibility of the facility to hire and to retain an adequate number of fully qualified, licensed and/or certified staff at all times in order to ensure that the facility's program is never disrupted or compromised due to employees' absences from work or because of vacant positions.
 4. Staff in positions requiring licensure, certification, or eligibility for certification through the Montana Department of Labor and Industry must meet those requirements.
 - a. Permanent program employment shall be contingent on counselors being licensed and certified within the first 24 months of employment.
 - b. The supervisor counselor must be licensed and certified at the time of employment.
 5. All case managers must have a baccalaureate degree or, if approved by the Department, the equivalent of formal training and work-related experience in behavioral sciences.
 6. Pursuant to *PFB 6.2.409 Statistical and Contractor Reports*, each facility will submit written personnel procedures to coraccdreports@mt.gov annually by July 31st.

B. STAFFING PLANS/PATTERNS:

1. The staffing of each PFB facility must be adequate to meet safety and program needs and will be established in agreement with the Department and in accordance with this procedure.
2. All facilities will maintain sufficient staff to deliver the services required by its program, including a minimum of two (2) staff persons on the premises at all times to supervise activities. When both males and females are housed in the facility, at least one male and one female staff member are on duty at all times.
3. Facilities will develop and maintain an emergency plan that addresses staffing during sick outs, strikes, and work stoppages. Local law enforcement personnel and the Programs and Facilities Contract Manager (Contract Manager) or designee will be notified as soon as possible once it becomes apparent that the facility may become or, actually becomes, subject to a sick out, strike, or work stoppage.
4. Pursuant to *PFB 6.2.409 Statistical and Contractor Reports*, facilities will annually submit a staffing pattern (Staff Assignment Schedule) to coraccdreports@mt.gov by July 31st that demonstrates an adequate number of staff to ensure supervision for the custody, control, and safety of offenders in the program. The Staff Assignment Schedule will include 24-hour supervision, as well as adequate, qualified staff to provide all required services. Position descriptions for each position will be designated on the Staff Assignment Schedule.

C. STAFF TRAINING:

1. Each facility will establish procedures on obtaining the following type of training:
 - a. Cognitive restructuring curriculum that focus on behavioral change and cognitive models that target criminogenic thinking;
 - b. Gender and culture specific training with particular emphasis on Native American culture;
 - c. Training to help staff increase their comfort level with more difficult clinical issues faced when working with offenders; and
 - d. Prison Rape Elimination Act of 2003 (PREA) training will be provided to staff by the contractor.
2. Upon hiring, all program staff must be cross-trained on the design of the approved treatment modality and behavior management system, including the goals, objectives, methods, materials, and procedures to be implemented.
3. All staff will be trained in the following areas; however, the type and amount of training and the information provided may vary by staff position:
 - a. Cognitive restructuring and interpersonal skills training models;
 - b. PREA;
 - c. Mental Health First Aid;
 - d. Trauma;
 - e. Motivational Interviewing; and
 - f. Risk assessments.
4. Following initial training and startup, all PFB contract facilities will develop a facility training plan that provides training to all staff.
 - a. The plan should establish minimum training hours, topics, and trainers to be used;
 - b. Clinical staff should participate and, if appropriate, assist with provided training.
 - c. The training plan will be submitted annually for approval to the Contract Manager.

IV. CLOSING:

Questions regarding this procedure should be directed to the Programs and Facilities Bureau.