



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

Requirement:	PFB 6.2.413 FACILITY MANAGEMENT
Effective Date:	09/13/2021 Page 1 of 2
Revision Date(s):	
Reference(s):	
Signature / Title:	/s/ Megan Coy, Programs and Facilities Bureau Chief

This requirement is referenced as *ACCD 2.1.100 Facility Management* in Section 4.A.1 Facility Management; Facility Administration; Management in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, and START.

This requirement is referenced as *ACCD 2.1.100 Facility Management* in Section 2.3.1 Services; Facility Management; Facility Administration in the Connections Corrections Program (CCP) and WATCH contracts.

I. PURPOSE:

The Programs and Facilities Bureau contract facilities will follow established requirements in the management of the facility to provide a pleasant, safe, and healthful environment that contributes to the development of therapeutic relationships, as well as a full range of programs and social activities for all offenders.

II. DEFINITIONS:

Facility – The fully equipped and furnished location of an PFB program. Contract facilities are operated for the incarceration of offenders in accordance with the contract between PPD and facility contractor. Facility includes all housing units, administrative offices, classrooms, hearing room, health services unit and all other structures of whatever kind including roads, fences, infrastructure, utility systems, etc.

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. FACILITY MANAGEMENT:

1. The PFB contract facilities will provide offenders with an environment that complies with local, state, and federal health and safety laws and regulations and treatment goals.
2. The facilities will maintain records of inspections by local, state and federal authorities and conduct annual and quarterly inspections as recommended by the authority having jurisdiction, or if applicable, as specified by the equipment manufacturer.
 - a. The Department reserves the right to request documentation of the facility’s inspection reports on an annual basis or more frequently as needed.

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- b. Pursuant to *PFB 6.2.409 Statistical and Contractor Reports*, a facility condition inventory is to be submitted to coraccdreports@mt.gov annually.
3. Facilities will forward reports of violation to the Department within five (5) working days of their receipt, along with subsequent plans of correction and final agency disposition with regard to the report of violation. Deficiencies noted by an inspector as corrected on-site do not require re-inspection.

IV. CLOSING:

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