



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

Requirement:	PFB 6.2.414 FACILITY CONDITIONS AND MAINTENANCE
Effective Date:	10/03/2022 Page 1 of 3
Revision Date(s):	
Reference(s):	
Signature / Title:	/s/ Megan Coy, Community Corrections Facilities and Programs Bureau Chief

This requirement is referenced as *ACCD 2.1.200 Facility Conditions and Maintenance* in 4.A.2 Facility Management; Facility Administration; Conditions 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 2.1.200 Facility Conditions and Maintenance* in Section 2.3 Services; Facility Management; Facility Administration and Section 4.2 Consideration/Payment; Billing/Payment; Minor Maintenance and Utility Costs in the Connections Corrections Program (CCP) and WATCH contracts.

I. PURPOSE:

The Community Corrections Facilities and Programs Bureau contract facilities will follow established requirements to provide a pleasant, safe, and healthful environment that contributes to the overall effectiveness and safety of the program.

II. DEFINITIONS:

Community Corrections Facilities and Programs Bureau – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services. This Bureau is referenced interchangeably as Programs and Facilities Bureau (PFB) or Facilities and Programs Bureau (FPB) in procedures and forms.

Facilities and Programs Contract Manager – The Department’s employee(s) who acts as the liaison between the Department and FPB contract facilities regarding services and offender management. This employee also monitors compliance with the terms of contractual agreements between the Department and FPB contract facilities.

Facility – The fully equipped and furnished location of an FPB program. Contract facilities are operated for the incarceration of offenders in accordance with the contract between FPB 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.

III. REQUIREMENTS:

A. FACILITY MANAGEMENT:

1. The FPB contract facilities will provide offenders with an environment that complies with local, state, and federal health and safety laws and regulations and meets 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.

Subject: FACILITY CONDITIONS AND MAINTENANCE

- a. The Department reserves the right to request documentation of the facility's inspection reports on an annual basis or more frequently as needed.
 - b. Pursuant to *PFB 6.2.409 Statistical and Contractor Reports*, a *PFB 6.2.414 (A) Facility Condition Inventory Report* form must be submitted to coraccdreports@mt.gov annually in June.
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.

B. FACILITY CONDITIONS AND MAINTENANCE:**Facility Conditions**

1. The facilities will be maintained and equipped to ensure the health and safety of offenders and provide them with reasonable protection against the danger of fire and smoke, injury attributable to the environment, electrical hazards, and the spread of disease and infection.
2. Physical health and safety features of each facility shall conform to requirements of local, state, or federal authorities having jurisdiction. Facilities will maintain a record of inspections made by authorities and a subsequent log of actions taken to correct violations or deficiencies. Plans shall be maintained identifying the steps and timetable for correction of non-conforming conditions.
3. Offenders should be allowed to keep and display a reasonable number of personal belongings and will be encouraged to take responsibility for maintaining their living quarters. Such responsibilities shall be clearly defined in writing and provided at orientation. There will be documentation that these responsibilities do not constitute full-time, reimbursable work, but are an integral part of the therapeutic treatment.
4. It is expected that the facilities will utilize offenders to perform housekeeping duties, janitorial services, laundry duties, and grounds maintenance under the concept of "therapeutic tasks" for treatment and chores for prerelease centers and other programs.
5. All staff and offender furniture, furnishings, and equipment (for example, desks, tables, chairs, couches, bookshelves, dishes, silverware, etc.) shall be provided by the facility and be sufficient to accommodate all offenders. Furniture, furnishings, and equipment shall be comfortable and maintained in clean condition and in good repair. All areas and surfaces shall be free of undesirable odors.
6. Subject to reasonable restrictions set forth in written policies and procedures of the facilities, offenders will be provided with the following:
 - a. Semi-private toilet and bathing facilities;
 - b. Well-ventilated, un-crowded living space in single- or multiple-occupancy rooms. The number of offenders should not exceed the facility's rated-bed capacity;
 - c. Adequate space to store clothing and personal property, including lockable space; and
 - d. Furnished areas that provide for conversations with family, friends, or therapists or where the offender may be alone; and a full range of social activities for all offenders, from two-person conversations to group activities.

7. Facilities will regulate the use and location of noise-producing equipment, appliances, and electronic devices, such as televisions, radios, or other audio or video players to avoid interference with therapeutic activities of the program or offender privacy.
8. In all FPB contract treatment and assessment/sanction facilities, the Department will be provided with sufficient space at the facilities for at least one Department staff position (for example, Contract Monitor or Institutional Probation and Parole Officer [IPPO]). The Department will provide office furnishings and telecommunications equipment for this position. The facility shall insure that the office space has high speed internet connectivity/interface available for Department staff use. Maintenance and cleaning of these offices will be the responsibility of the Department. Utility costs and other indirect costs will be the facility's responsibility.

Facility Maintenance (This section is applicable only to programs in the Dr. Xanthopoulos building at Warm Springs.)

1. **Major Maintenance:** "Major" shall be reasonably defined as repairs that would not normally be performed by a general maintenance position and requires professionally licensed personnel to repair, replace, and/or install materials necessary to make the repair (for example, boiler replacement, fire/security alarm panel repair, etc.). Major repairs will be reported to and approved by the Facilities and Programs Contract Manager prior to being completed.
 - a. The Department will be responsible for major repair, replacement of major materials, and maintenance of the Dr. Xanthopoulos Building as governed by the Memorandum of Understanding between the Department of Public Health and Human Services and the DOC.
2. **Minor Maintenance:** "Minor" shall be reasonably defined as repairs that would normally be performed by a general maintenance position and does not require professionally licensed personnel to repair, replace, and/or install materials necessary to make the repair (for example, plugged drains, door repairs, etc.)
 - a. The contractor will be responsible for minor repair, replacement of minor materials, and maintenance of the Dr. Xanthopoulos Building.

Utilities

The department and the facilities shall be responsible for all utility costs as specified in contract(s). These utility costs shall include water, sewer, gas, and electricity. In addition, the facility shall be responsible for solid waste disposal and associated costs.

IV. CLOSING:

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

V. FORMS:

PFB 6.2.414 (A) Facility Condition Inventory Report