



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

Requirement:	<b>PFB 6.2.435 OFFENDER COUNTS AND SUPERVISION</b>
Effective Date:	10/03/2022 <span style="float: right;">Page 1 of 2</span>
Revision Date(s):	11/07/2022
Reference(s):	53-1-203, MCA
Signature / Title:	/s/ Megan Coy, Community Corrections Facilities and Programs Bureau Chief

**This requirement is referenced as ACCD 3.1.2100 Offender Counts and Supervision in Section 3.H. Offender Management; Security/Counts in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Connections Corrections Program (CCP), Elkhorn, Nexus, START, and WATCh Contract.**

**This requirement is referenced as ACCD 3.1.2100 Offender Counts and Supervision in Section 2.2.7 Services; Offender Management; Security/Counts in the Connections Corrections Program (CCP) and WATCh contracts.**

**I. PURPOSE:**

All facilities contracted with the Community Corrections Facilities and Programs Bureau (FPB) will maintain safe and secure facility operations through an offender accountability system that includes scheduled and unscheduled physical counts, accurate record keeping, and effective staff supervision.

**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.

**III. REQUIREMENTS:**

**A. OFFENDER COUNTS AND SUPERVISION:**

1. FPB contract facilities shall perform a minimum of three (3) official counts per day and additional random counts in a 24-hour period.
2. When requested, each facility will designate and provide a listing of on-site key personnel responsible for the effective exchange of information with the Facilities and Programs Contract Manager.
3. Daily Movements
  - a. All facilities will complete a daily movement report to include:
    - 1) offenders on leave to court;
    - 2) transfers from other facilities;
    - 3) transfers to other facility placements;
    - 4) discharges to probation, parole, or conditional release supervision;
    - 5) extended hospital stays; and
    - 6) PRC Inmate Workers who complete their IW stay and move to Resident status.

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- b. The report shall include the date and time, name, and DOC number of the offenders that were moved.
  - c. The completed report shall be submitted on a daily basis to [cordocmovement@mt.gov](mailto:cordocmovement@mt.gov) and to [coraccdreports@mt.gov](mailto:coraccdreports@mt.gov) in the same e-mail with the following subject line: "Facility Name: Movements: Date."
4. Offender Supervision
- a. Direct Supervision
    - 1) Direct supervision is the standard for offender supervision at assessment centers, treatment programs, and for certain offenders at prerelease programs as determined by prerelease facility management.
    - 2) While the count process is integral to offender accountability, direct staff supervision is equally integral and especially critical to facility and offender security. Staff will:
      - i. assume duty in housing areas and other critical posts as determined necessary by facility management to supervise, observe, and interact with offenders;
      - ii. actively patrol housing units and be alert to unusual incidents, changes in offender behavior, or any signs of unusual activity or behavior in the facility;
      - iii. frequently observe key, possibly problematic, facility areas as part of an effective internal surveillance program;
      - iv. conduct irregularly scheduled rounds in locked or special management housing units to provide adequate checks on offenders with mental health, suicide, or behavioral management issues;
      - v. use electronic supervision to augment, but not replace, direct staff supervision;
      - vi. ensure additional staff supervision is available when necessary or recommended based on facility activity level and for critical incidents; and
      - vii. ensure staff have appropriate training and direction specific to ensure safety and security of the facility by providing the supervision determined necessary by facility management.
    - 3) Facility procedures will ensure that offenders are able to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when viewing is incidental to routine cell checks.
    - 4) Procedures will require staff of the opposite gender to announce their presence when entering an offender housing unit.
  - b. Indirect Supervision
    - 1) Indirect supervision is the standard for offender supervision at prerelease programs, when offenders are allowed to leave the facility on their approved schedules.
    - 2) Staff must supervise an offender or group of offenders by observing their location on an intermittent basis. While in the community on an approved schedule, the majority of offender activities are performed independent of staff direction and observation. Prerelease staff are required to make periodic verifications of an offender's location while the offender is in the community.

**IV. CLOSING:**

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