



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

Requirement:	<b>PFB 6.2.440 CULINARY ARTS PROGRAM</b>	
Effective Date:	10/03/2022	Page 1 of 3
Revisions Date(s):		
Reference(s):		
Signature / Title:	/s/ Megan Coy, Community Corrections Facilities and Programs Bureau Chief	

**This procedure is referenced as ACCD 5.1.400 Culinary Arts Program in Section 2.C.14. Program Requirements and Design; Programming and Curriculum; Culinary Arts Program (CAP) in the Passages contract.**

**I. PURPOSE:**

Passages, a correctional facility contracted with the Community Corrections Facilities and Programs Bureau, will provide a culinary arts program within the facility to include treatment programs, food service training, employment skills, and employment support.

**II. DEFINITIONS:**

**Assessment Center** – A facility/program that evaluates the needs of offenders for placement in the community.

**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.

**Inmate Worker** – An offender who is placed in a Community Corrections Facilities and Programs Bureau program for a work assignment in a manner consistent with Bureau procedures.

**III. PROCEDURES:**

**A. GENERAL INFORMATION**

1. The Culinary Arts Program (CAP) will provide food service training and employment support for up to 15 offenders referred from DOC or assessment centers. Program participants will receive classroom instruction, in-house food service experience, work release experience in the community, and job placement assistance, and will complete a prerelease program during the last six (6) months of placement.
2. The basic CAP is based on an 18-month length of stay with the first six (6) months as a Culinary Arts Student, followed by six (6) months as a Culinary Arts Inmate Worker and the last six (6) months transitioning to resident status at the prerelease center.

Procedure No.: 6.2.440	Chapter 6: Community Corrections and Youth Services	Page 2 of 3
Subject: CULINARY ARTS PROGRAM		

- a. During the first twelve months in the program, participants must be supervised at all times and will not leave the facility unless supervised.
  - b. When participants are in the last six months of the program, they are allowed to leave the facility under their approved prerelease schedule.
  - c. The program will consist of four modules: Orientation, Basic Competency, Management and Community Experience, and Prerelease.
3. CAP Goals:
- a. Provide appropriate offenders an extended period of job training, treatment, and supervision in a community corrections setting;
  - b. Provide training and support to enable offenders to obtain employment in the food service industry at above minimum wage, in positions that offer an opportunity for advancement;
  - c. Provide reliable, well-trained workers for local restaurants, banquet facilities, bakeries, and other food-related industries; and
  - d. Maximize the use of community resources and community involvement in support of program participants.
4. The 15 inmate worker slots for CAP are not included in the seven percent of total contracted beds authorized for inmate workers; however, the 15 CAP inmate workers are included in the total bed count for DOC offenders within the Passages programs per the contract between Passages and the Department.

## **B. APPLICATION**

1. Eligible offenders include:
  - a. Offenders from Montana Women's Prison (MWP) who have a Board of Pardons and Parole (BOPP) hearing disposition that authorizes placement of the offender in the program;
  - b. Passages Assessment, Sanction, Revocation Center (ASRC) assessment or revocation residents in the facility and identified by ASRC as appropriate; and
  - c. If, during a pre-screening or disciplinary process, placement at CAP is determined appropriate, the supervising P&P Officer or Hearings Officer may refer an offender to Passages ASRC with a recommendation for screening to CAP.
2. Applicants are required to fill out an application and must express a specific interest in working in the food service industry.
3. All applicants will be reviewed by the local screening committee that currently governs placements in Passages' programs.

## **C. FINAL APPROVAL BY THE DEPARTMENT**

1. After approval by the local screening committee and prior to transfer to the program, approval must be obtained from the Facilities and Programs Contract Manager by:
  - a. Submitting *PFB 6.2.437 (D) Preauthorized Extended Stay Request Form*; and
  - b. Completing procedures of *PFB 6.2.466 Inmate Workers* and submitting the forms for the application process.
2. Once approval is received, referring source makes transfer arrangements with Passages.
3. Admission priority must be given to MWP offenders.

Procedure No.: 6.2.440	Chapter 6: Community Corrections and Youth Services	Page 3 of 3
Subject: CULINARY ARTS PROGRAM		

**IV. CLOSING:**

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

**V. FORMS:**

- |                        |   |
|------------------------|---|
| <i>Passages</i>        | <i>CAP Application</i>  |
| <i>PFB 6.1.201 (D)</i> | <i>Approval of Offender Placement with Escape Conviction(s)</i> |
| <i>PFB 6.2.437 (D)</i> | <i>Preauthorized Extended Stay Request Form</i>                 |
| <i>PFB 6.2.466 (A)</i> | <i>Inmate Worker Request Form</i>                               |
| <i>PFB 6.2.466 (B)</i> | <i>Inmate Worker Medical Information</i>                        |
| <i>PFB 6.2.466 (C)</i> | <i>Work Position Agreement</i>                                  |