



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure No.: PPD 5.1.400	Subject: CULINARY ARTS PROGRAM
Reference: PPD 5.1.101	Page 1 of 3
Effective Date: 12/26/17	Revised:
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

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 Probation and Parole Division, will provide a culinary arts program within the facility to include treatment programs, food service training, employment skills and employment support.

II. DEFINITIONS:

Inmate Worker – An inmate, who, upon approval of the PPD, a screening committee and/or the Board of Pardons and Parole, has received a work assignment at an PPD facility, resides at the facility and is compensated for the work. Generally, inmate workers are from secure facilities, but exceptions may occur and would require PPD approval.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, prerelease, and treatment services.

Prerelease and Treatment Facilities Contract Manager – The Department’s employee who acts as the liaison for services and monitors the contractual agreement between the Department and PPD contract prerelease centers and treatment facilities.

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 Montana Women’s Prison and PPD. Program enrollees will receive classroom instruction, in-house food service experience, work release experience in the community, 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.
 - a. Enrollees must be supervised at all times and will not leave the facility unless supervised.
 - b. The program will consist of four modules: Orientation, Basic Competency, Management and Community Experience, and Prerelease.

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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 may apply 24 months before release eligibility/discharge; however, they must be within 18 months of release eligibility/discharge when entering the program:
 - a. Offenders from Montana Women’s Prison (MWP) who have a Board of Pardons and Parole (BOPP) endorsement;
 - b. Passages Assessment, Sanction and 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 the CAP program 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 Prerelease and Treatment Facility Contract Manager by:
 - a. Submitting *PPD 5.1.102(D) Pre-Authorized Extended Stay Request Form*; and
 - b. Completing procedures of *PPD 5.1.101 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 with BOPP endorsement.

IV. CLOSING:

Questions regarding this procedure should be directed to the Facility Administrator or Prerelease and Treatment Facilities Contract Manager.

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V. FORMS:

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|-----------------|---|
| Passages | CAP Application |
| PPD 4.1.100 (D) | Approval of Offender Placement with Prior Escape(s) |
| PPD 5.1.101 (A) | Inmate Worker Request Form |
| PPD 5.1.101 (B) | Inmate Worker Medical Information |
| PPD 5.1.101 (C) | Work Position Agreement |
| PPD 5.1.102 (D) | Pre-Authorized Extended Stay Request Form |