



**PINE HILLS CORRECTIONAL FACILITY  
PROCEDURES**

Policy No.: <b>PHCF 1.1.1</b>	Subject <b>PURPOSE, MISSION AND MANAGEMENT PHILOSOPHY</b>
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 5
Section 1: General Administration	Effective Date: 01/01/97
Superintendent Steve Ray	Revision Date: 7/9/18
Signature: /s/ Steve Ray	

**I. POLICY:**

The intent of this policy is to communicate the purpose, mission and management philosophy of Pine Hills.

**II. AUTHORITY AND REFERENCES:**

- A. 53-1-203, MCA. Powers and Duties of the Department*
- B. 46-1-101, MCA. Correctional Policy*
- C. 52-5-101, MCA. Youthful Offenders*
- D. Constitution of the State of Montana: Article XII, Departments and Institutions, Section 3, Institutions and assistance Article II, Declaration of Rights, Section 28, The Rights of the Convicted*
- E. DOC 1.1.1. Purpose, Mission and Management Philosophy*

**III. DEFINITIONS:**

Parent Agency: The Department of Corrections and the Resident Services Division are the controlling bodies of the facility responsible for coordinating the juvenile training school.

Superintendent: Responsible for organizing and managing the facility. His/her responsibilities include fiscal management, personnel management, management information and research, medical and health care services and inter/intra-facility communication.

Treatment Team: Responsible for completing a monthly progress review, monitoring the resident's progress and making recommendations for changes in the resident's program. The Treatment Team shall be composed of a unit manager, correctional officer, education staff, medical staff, a case manager and a correctional recreational assistant.

Administrator: At Pine Hills the administrator is the Superintendent.

Resident: Pine Hills Policy shall refer to resident as persons from age 10 to 18 that have been adjudicated a delinquent resident by the resident court and committed by the resident court to the Department of Corrections for placement at Pine Hills Resident Correctional Facility.

**IV. PROCEDURES:**

**A. Purpose**

Pine Hills is established to provide secure residential care to residents who have been committed to the Department of Corrections. This care includes both supervision and programs. Specifically the facility shall:

1. Provide for the resident's basic needs, such as shelter, food, clothing and medical care.
2. Prevent the abridgement of the resident's legal rights during his/her stay at the facility.
3. Provide for physical, emotional, religious, educational, vocational and social needs of resident residing in this facility.
4. House the resident in a safe, humane environment, maintaining the level of security necessary to strive to prevent escape and assure that resident live free of fear of assault or intimidation by staff or other residents.

**B. Mission Statement of the Department of Corrections and the Resident Services Division**

1. The Montana Department of Corrections enhances public safety, promotes positive change in offender behavior, reintegrates offenders into the community, and supports victims of crime.
  - a. **Mission:** The Resident Services Division is dedicated to public safety and trust by holding resident offenders accountable for their actions through custody, supervision, restitution, and life skills development with the provision of habilitation services from the time of commitment through community transition and discharge while affording resident the opportunities needed to live successful and productive lives.
  - b. **Code of Ethics:** Give to every human being every right that you claim for yourself, while keeping in mind "Right is right, even if everyone is against it; and wrong is wrong, even if everyone is for it."

**C. Department Goals:**

1. To improve the safety of the Montana public and the security of our communities and homes.
2. To earn public trust through openness and responsiveness.
3. To provide accurate, timely information and support that contributes to the restoration of victims of crime.
4. To reduce the risk of offenders committing more crimes by enhancing treatment programs in secure facilities and increasing dependence on community corrections programs and services, all of which are designed to help offenders succeed as productive, law-abiding citizens and remain out of prison.
5. To operate correctional programs that emphasize offender accountability and rehabilitation, staff professionalism and responsibility, public safety, and efficient use of taxpayer dollars.
6. To provide a working and program environment based on professionalism, personal responsibility and respect for each individual.

**D. Pine Hills Correctional Facility Mission Statement**

We understand that the residents we receive have created victims and many are victims who have been traumatized themselves. We accept them knowing many interventions have been tried in the past. The mission of Pine Hills is to create an environment where they can change through dynamic and creative researched-based programming that will challenge and help them succeed. We understand that one caring adult can change our resident's lives. Being fair, firm and consistent, we will create a place where residents can deal with their trauma and addictions, staff will be safe, and residents will leave better than they arrived.

**E. Pine Hills Goals**

1. Treat all human beings with respect.
2. Strive to provide habilitation services for each resident based upon diagnostic, classification and historical information.

3. Provide a safe and humane environment conducive to habilitative process.
4. Provide administrative, logistical, and financial support necessary to meet our mission.

#### **F. Pine Hills Correctional Facility Objectives**

1. Pine Hills, with input from staff at all levels and appropriate community and criminal justice agencies, will formulate measurable objectives which contribute to the Department's ability to operate within the Constitution and State law, support its mission and achieve its goals. These objectives will be clear, concise and identify specific dates for implementation.
2. At least once a year, the Director will review and approve division and facility objectives. The review will attempt to identify the success of meeting prior objectives, and how meeting the objectives supported Department Goals, and establish new objectives.
3. Division Administrators will maintain necessary operational policies and procedures to ensure functional operations and programs are maintained within the scope of Department policy.
4. The governing authority (Resident Services Division Administrator) holds meetings at least annually with the facility administrator (Superintendent).

#### **G. Management Philosophy**

1. The Department of Corrections will manage and supervise the State of Montana adult and resident corrections programs.
2. The Department director will manage and supervise the Department through an organizational structure that delegates responsibilities to division administrators.
3. The Department director and division administrators will manage and supervise in conformance with, and in support of, the Department's mission statement.
4. Division administrators will adhere to the following management philosophy and principles to carry out the Department's mission:
  - a. manage programs by effective supervision techniques and quality management principles that incorporate team problem solving, employee participation, openness, respect for chain of command, and delegation of decision-making, authority, and responsibility to the lowest effective level;
  - b. emphasize effective internal and external communication, ensure accurate and timely consultation with the Department director, and adhere to Department policy and standards;
  - c. require staff participation in all facets of mission and program development;
  - d. develop short- and long-term program objectives as key elements to determine effective staff performance; and operate programs within allocated budget limits and delegate budget management authority to subordinate levels of supervisor and management staff to broaden ownership and accountability for expenditures at all management levels.

#### **H. Legal Establishment**

Pine Hills is a facility operated within the Department of Corrections. Pine Hills operates under the provisions of Montana State Operations Manual, Administrative Rules Manual, policies of the Department of Corrections and Resident Services Division.

#### **I. Pine Hills Correctional Facility Management**

1. The Superintendent shall develop and manage all phases of the facility within the parameters established by law and the Department of Corrections. The Superintendent in cooperation with the Department of Corrections and Resident Services Division shall develop a mission plan for the facility's purpose, practice, current legal regulations (such as court decisions and

State statutes) and professional requirements (such as national and State standards).

2. Training schools for resident are separate and distinct from correctional facilities for adults; this separateness implies that the resident's experience should be different from that which he/she might have in an adult institution.

**J. Annual Review**

1. The mission statement that describes philosophy, goals and purpose of the facility, shall be reviewed and updated at least annually to reflect changes in secure residential care.

**K. Non-Discrimination**

1. Pine Hills prohibits discrimination on the basis of disability in the provision of services, programs, and activities administered for program beneficiaries and participants.
2. Services, programs and activities include, but are not limited to, the following: academic and vocational education, recreation, exercise and activities, mail, telephone, visiting, religious programs, reception, orientation, classification, food service, sanitation, hygiene, health care, social services, release, discipline, grievance procedures, due process, safety and emergency procedures, access to media, courts, and council, canteen, volunteer programs, and psychological and psychiatric services.
3. Program beneficiaries and participants include, but are not limited to: resident, family members, clergy, attorneys, volunteers and other authorized visitors.
4. Pine Hills may be required to take remedial action, when necessary to afford program beneficiaries and participants with disabilities an opportunity to participate in, and enjoy the benefits of services, programs, or activities. Remedial action may include, but is not limited to:
  - a. making reasonable modifications to policies, practices, or procedures,
  - b. providing auxiliary aids and services to the hearing and visually impaired,
  - c. constructing new or altering existing facilities,
  - d. delivery of services at alternate accessible sites.

**V. CLOSING**

Questions concerning this policy should be directed to the employee's immediate supervisor.