



Montana DOC

Separation Order Pending Investigation

Effective Date:

Staff Member:

Case #:

Fill in the appropriate option(s).

You will remain in _____ post.

You will not have contact with inmate(s) _____.

You will not be posted in _____.

This is standard procedure pending an investigation to ensure a fair and thorough investigation and is a requirement under the PREA standards. Separation between you and the inmate is in your best interests, and the best interests of the inmate and the Department. You will be contacted by an investigator for an incident statement and/or interview, if needed.

Do not discuss this matter with anyone, except for your supervisory chain of command, investigators, human resources or your union representative. Complainants and witnesses participating in this investigation are protected from retaliation. You are prohibited from taking any adverse actions against anyone for their participation in this investigation or because they have opposed retaliation or any form of discrimination or harassment.

This separation order applies to the overtime post selection process and is in effect until further notice. You will be notified in writing when the investigation is completed. If you are inadvertently placed in an area in violation of this separation order, it is your responsibility to notify the shift commander or your supervisor.

Shift Commander/Supervisor notified by PREA Compliance Manager or designee:

Shift Commander/Supervisor Signature: _____ Date: _____ Time: _____

PCM (designee) Signature: _____ Date: _____ Time: _____

(Copy to Shift Commander/Supervisor and Original to PCM or designee)

Shift Commander/Supervisor or designee notified effected staff member:

Shift Commander/Supervisor Signature: _____ Date: _____ Time: _____

Staff Member Signature: _____ Date: _____ Time: _____

(Staff signature acknowledges receipt of this Separation Order. Signature is not an admission of guilt.) (Copy to Shift Commander/Supervisor, Copy to Staff Member, Original to PCM or designee.)