



COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU OPERATIONAL PROCEDURE

Procedure:	FPB 6.1.200 PROCEDURE MANAGEMENT
Effective Date:	05/03/2021 Page 1 of 2
Revision Date(s):	08/11/2021; 10/03/2022; 04/24/2026
Signature/Title:	/s/ Scott Eychner, Rehabilitative and Enterprise Division Chief

This procedure is referenced as *ACCD 1.1.200 Policy Management System* in Section 1.X. Standard Contract Terms; Policy and Procedures Changes and Reference List, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, and START.

This procedure is referenced as *ACCD 1.1.200 Procedure Management System* in Section 2.8 Services, Policy and Procedures Changes and Reference List, in the following contracts: Connections Corrections Program (CCP) and WATCH.

I. PURPOSE

The Community Corrections Facilities and Programs Bureau (FPB) will provide guidance by developing comprehensive operating procedures that outline and identify applicable policies, procedures, and requirements related to the duties and responsibilities of Bureau staff and contract facilities and providers.

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

A. General Requirements

1. Procedures and facility requirements specifically address how operational aspects of the FPB and contract facilities or providers are implemented. If a section of any procedure or requirement is found to be in conflict with policies, the Montana Code Annotated, or Administrative Rules of Montana, that portion of the procedure or requirement shall be considered null and void. The remaining sections shall be considered valid.
2. A Policy and Procedure Specialist will maintain the original signed copies of all procedures and requirements and maintain the current procedure and requirements manual on the Department's intranet website. All unrestricted procedures and requirements will be available on the Department's internet website.
3. Bureau procedures and requirements will be divided into chapters by topic; the title and numbering system will be consistent with Department policies; and the policies, statute, rule, and/or other authority will be referenced.
4. Restricted procedures and requirements: To ensure the safety and security of FPB and facility staff, some procedures and requirements may be designated as restricted from general distribution.
 - a. These must include "RD" in red print immediately following the procedure or requirement number;
 - b. At no time may offenders or the general public be given access to restricted procedures or requirements.
 - c. FPB will establish a list for the distribution of restricted procedures or requirements and further distribution will be on a need-to-know basis.
 - d. If printed, all pages must be clearly marked by watermark as restricted and retained in a secure location.

5. The FPB Chief or designee is responsible for ensuring reviews of procedures and requirements are completed in compliance with, or guided by, Department policy.
6. FPB and facility staff requests for revision of a procedure, requirement, and/or form will be reviewed by the FPB Chief.

B. Progression of New/Revised Procedure or Facility Operating Requirement

1. The proposed procedure or requirement is written utilizing the Department procedure format. Forms will contain the associated procedure or requirement reference number and effective date and revision date at the bottom.
2. Revision of a procedure or requirement will result in it being reissued and reflecting the revision date. Revision of a form associated with a procedure or requirement will not necessitate reissuing the procedure or requirement. Any preceding procedure or requirement or form, related instruction, letter, directive, or memorandum covering the same content is thereby rescinded. No form may be revised by a facility or provider without FPB authorization.
3. FPB will notify facility contractors whenever administrative rule changes or procedure or requirement changes have been proposed or considered that could affect the facility's financial operations or the intent of the contract between the Department and contractors.
4. The FPB Chief or designee determines which individuals will conduct a review of the proposed procedure or requirement and include FPB staff, Legal Services, contract facility staff, and subject matter experts.
 - a. In most cases, these persons will have 20 business days to review the procedure or requirement and provide comment.
 - b. The proposed procedure or requirement may be distributed to other select staff for review and comment within the time period.
 - c. An extension of the review time may be granted by the FPB Chief or designee.
 - d. Additional reviews may be completed if significant changes to the proposed procedure or requirement are made during a prior review.
5. These proposals will be discussed, and appropriate changes to the contract may be negotiated, prior to the implementation of the rule or procedure or requirement. Facility contractors will comply with rule and procedure and requirement changes.
6. When the review and editing process is completed, the final procedure or requirement is reviewed, signed, and distributed within 10 days by the FPB Chief or designee, unless circumstances require a delay in the distribution.
7. Rescission of any procedure or requirement or form shall be accomplished by use of *Notice of Rescission*.

IV. CLOSING

Questions about this procedure should be directed to the FPB Chief.

V. REFERENCES

- A. §§ 2-15-112; 53-1-203; 53-30-302, MCA
- B. DOC 1.1.2 Policy and Procedure Management