



## COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU FACILITY OPERATIONAL REQUIREMENT

Requirement:	<b>FPB 6.2.413 FACILITY MANAGEMENT</b>
Effective Date:	09/13/2021 <span style="float: right;">Page 1 of 1</span>
Revision Date(s):	04/26/2026
Signature/Title:	/s/ Scott Eychner, Rehabilitative and Enterprise Division Chief

**This requirement is referenced as *ACCD 2.1.100 Facility Management* in Section 4.A.1 Facility Management; Facility Administration; Management in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, and START.**

**This requirement is referenced as *ACCD 2.1.100 Facility Management* in Section 2.3.1 Services; Facility Management; Facility Administration in the Connections Corrections Program (CCP) and WATCH contracts.**

### I. PURPOSE

Community Corrections Facilities and Programs Bureau (FPB) contract facilities will follow established requirements in the management of the facility to provide a pleasant, safe, and healthful environment that contributes to the development of therapeutic relationships, as well as a full range of programs and social activities for all offenders.

### II. DEFINITIONS (see Glossary)

### III. REQUIREMENTS

#### A. FACILITY MANAGEMENT

1. FPB contract facilities will provide offenders with an environment that complies with local, state, and federal health and safety laws and regulations and treatment goals.
2. The facilities will maintain records of inspections by local, state and federal authorities and conduct annual and quarterly inspections as recommended by the authority having jurisdiction, or if applicable, as specified by the equipment manufacturer.
  - a. The Department reserves the right to request documentation of the facility's inspection reports on an annual basis or more frequently as needed.
  - b. Pursuant to *FPB 6.2.409 Statistical and Contractor Reports*, a facility condition inventory is to be submitted to [coraccdreports\(at\)mt.gov](mailto:coraccdreports@mt.gov) annually.
3. Facilities will forward reports of violation to the Department within 5 working days of their receipt, along with subsequent plans of correction and final agency disposition with regard to the report of violation. Deficiencies noted by an inspector as corrected on-site do not require re-inspection.

### IV. CLOSING

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

### V. REFERENCES

- A. *FPB 6.2.409 Statistical and Contractor Reports*