

Chapter 1: Administration and Management

Section 1 General Administration

[1.1.2 Policy Management System](#)

[1.1.2 A Policy Unit Standard Operations Procedure Guide](#)

[1.1.4 Department and Board of Pardons and Parole Coordination](#)

[1.1.6 Priority Incident Reporting and Acting Director](#)

[1.1.7 Department Quality Assurance Responsibilities](#)

[1.1.7 A Quality Assurance Office Audit Procedure Manual](#)

[1.1.8 Media Relations](#)

[1.1.9 Legal Assistance for Staff](#)

[1.1.10 Department Facility/Program Tours](#)

[1.1.11 Department and Tribal Government Relations](#)

[1.1.14 Safety Program](#)

[1.1.15 Social Media](#)

[1.1.16 Public Communication](#)

[1.1.17 Prison Rape Elimination Act \(PREA\)](#)

Section 2 Fiscal Management

[1.2.3 Accounting Procedures](#)

[1.2.4 Internal Controls](#)

[1.2.6 Offender Financial Transactions](#)

[1.2.7 Inventories and Public Records Management](#)

[1.2.8 Procurement](#)

[1.2.9 Contracts](#)

[1.2.10 Commissary/Canteen](#)

[1.2.12 Inmate Welfare Accounts](#)

[1.2.12A Global Fund Release Assistance Operations Procedure Guide](#)

[1.2.13 Non-Treasury Cash Accounts](#)

[1.2.14 Employee Travel](#)

[1.2.15 Discharge/Parole Gate Money](#)

[1.2.17 Department Grants and Assistance Management](#)

[1.2.18 Fleet Vehicle Operations and Management](#)

[1.2.19 Fraudulent Acts Reporting](#)

Section 3 Human Resources

Montana Department of Corrections adhere to the State of Montana Human Resources (HR) policies. State HR policies may be found at <https://hr.mt.gov/public/policies>.

HR policies specific to Montana Department of Corrections are as follows:

- [1.3.2 Performance and Conduct](#)
- [1.3.3 Workers' Compensation/Early Return to Work](#)
- [1.3.8 Employee Time Management](#)
- [1.3.12 Staff Association and Conduct with Offenders](#)
- [1.3.15 Americans with Disabilities Act \(ADA\)](#)
- [1.3.16 Volunteer Services](#)
- [1.3.17 Student Interns](#)
- [1.3.19 Drug-Free Workplace](#)
- [1.3.29 On-Call status for Exempt and Nonexempt Employees](#)
- [1.3.35 Bloodborne Pathogens Exposure Control Plan](#)
- [1.3.36 Critical Incident Stress Management \(CISM\)](#)
- [1.3.41 Employee Dress, Uniform and Hygiene](#)
- [1.3.42 Fragrance-Free Workplace](#)
- [1.3.45 Performance Evaluations](#)
- [1.3.46 Employee Meal and Rest Breaks](#)
- [1.3.52 Workplace Family Relationships](#)
- [1.3.54 Public Safety Officer Death](#)
- [1.3.55 Criminal Conviction in Employment](#)

Section 4 Staff Development and Training

- [1.4.1 Staff Development and Training](#)
- [1.4.1A Training Operations Procedure Guide](#)

Section 5 Case Records Management

- [1.5.1 Adult Offender Good Time Allowance](#)
- [1.5.4 Transfer of Offender Records](#)
- [1.5.5 Offender Records Management, Access, & Release](#)
- [1.5.5A Correctional Offender Network Website \(CONWeb\) Standard Operating Procedure](#)
- [1.5.7 Case Record Auditing](#)

- [1.5.10 Registration of Sexual and Violent Offenders](#)
- [1.5.11 Reporting of Admission or Release of Arsonists](#)
- [1.5.12 Risk and Needs Assessments](#)
- [1.5.13 DNA Testing/Collection of Biological Samples](#)

Section 7 Information Systems

- [1.7.1 Information Technology Services](#)
- [1.7.2 IT Hardware, Software and Contracted Service Standards](#)
- [1.7.3 Data Quality](#)
- [1.7.7 Computer Security](#)
- [1.7.11 Websites](#)
- [1.7.13 Offender Access to Computers](#)
- [1.7.14 Software Licenses](#)

Section 8 Victim Services

- [1.8.1 Victim Services](#)
- [1.8.1A Victim Services Standard Operations Procedure Guide](#)

Chapter 2: Physical Plant

Section 1 Building and Safety Codes

- [2.1.1 Facility Maintenance](#)
- [2.1.3 Land Use Restrictions](#)

Section 2 Size, Organization and Location

- [2.2.1 Facility Design/Capacity](#)

Section 3 Housing

- [2.3.1 State-Owned Housing](#)
- [2.3.2 Offender Housing/Construction](#)

Chapter 3: Facility/Program Operations

Section 1 Security Operations

[3.1.1 Management of the Security Program](#)

[3.1.2 Facility Security Manuals](#)

[3.1.3 Logs and Record Keeping](#)

[3.1.4 Perimeter Security](#)

[3.1.5 Entrance Procedure and Detainment of Non-Offenders](#)

[3.1.6 Control Center Operations](#)

[3.1.7 Emergency Equipment and Armory Operations](#)

[3.1.8 Use of Force and Restraints](#)

[3.1.11 Offender Movement Control](#)

[3.1.12 Offender Escort and Transport](#)

[3.1.13 Key Control](#)

[3.1.14 Tool Control](#)

[3.1.15 Security Inspections](#)

[3.1.17 Searches and Contraband Control](#)

[3.1.19 Investigations](#)

[3.1.20 Offender Drug Testing Program](#)

[3.1.21 Inmate Count and Supervision](#)

[3.1.24 Security Threat Group and Street Gang Identification and Management](#)

[3.1.26 Polygraph Tests for Offenders](#)

[3.1.27 Camera Surveillance System](#)

[3.1.28 Crime Scene and Physical Evidence Preservation](#)

[3.1.30 Offender Escorted Leave](#)

[3.1.31 Firearms](#)

[3.1.32 Electronic Monitoring System](#)

[3.1.33 Radio Communication Systems](#)

[3.1.33A Radio System Logistic Support Standard Operating Procedure](#)

[3.1.35 Body Scanners](#)

Section 2 Emergency Management and Safety Plans

Emergency Management Plans

[3.2.1 Emergency Management](#)

[3.2.2 Response Teams](#)

- [3.2.3 Airspace Security](#)
- [3.2.5 Internal Evacuation](#)
- [3.2.6 External Evacuation](#)
- [3.2.7 Emergency Perimeter Security](#)
- [3.2.8 Facility Lockdown](#)

Safety Plans

- [3.2.12 Control and Use of Hazardous Materials](#)

Section 3 Rights and Privileges

- [3.3.2 Offender Legal Access to Courts](#)
- [3.3.3 Offender Grievance Program](#)
- [3.3.4 Media Access to Offenders](#)
- [3.3.5 Offender/Staff Communications Methods](#)
- [3.3.6 Offender Mail](#)
- [3.3.7 Offender Access to Telephones](#)
- [3.3.8 Offender Visiting](#)
- [3.3.9 Offender Marriages](#)
- [3.3.10 Offender Issued Computer Tablets](#)
- [3.3.15 Americans with Disabilities Act \(ADA\) Offender Accommodations](#)
- [3.3.20 Offender Nondiscrimination](#)
- [3.3.21 Offender Video Visitation](#)

Section 4 Rules and Discipline

- [3.4.1 Offender Disciplinary System](#)
- [3.4.2 Prohibited Acts](#)
- [3.4.3 Tobacco Use Regulations](#)

Section 5 Special Management

- [3.5.1 Restrictive Housing](#)
- [3.5.5 Behavior Management Plans](#)

Section 6 Executions

- [3.6.1 Executions](#)

Chapter 4: Facility/Program Services

Section 1 Reception and Orientation

[4.1.1 Offender Admissions Process](#)

[4.1.2 Offender Reception and Orientation](#)

[4.1.3 Offender Personal Property](#)

[4.1.4 Indigent Status](#)

[4.1.5 Offender Name Change](#)

Section 2 Classification

[4.2.1 Offender Classification System](#)

[4.2.2 Special Needs Offenders](#)

[4.2.3 Unit Management](#)

Section 3 Food Service

[4.3.1 General Food Service Operations](#)

[4.3.2 Menu Planning](#)

[4.3.3 Food Service Safety and Sanitation](#)

[4.3.4 Food Service in Special Housing Units](#)

Section 4 Sanitation and Hygiene

[4.4.1 Offender Hygiene, Clothing and Linen Supplies](#)

[4.4.2 Facility Sanitation and Pest Control](#)

Section 5 Health Services

[4.5.2 Responsible Health Authority](#)

[4.5.3 Health Care Autonomy](#)

[4.5.4 Health Care Credentialing](#)

[4.5.5 Health Care Manual](#)

[4.5.6 Administrative Meetings and Reports](#)

[4.5.7 Offender Workers in Health Care Units](#)

[4.5.9 Continuous Quality Improvement](#)

[4.5.10 Level of Therapeutic Care](#)

[4.5.11 Infection Control Program](#)
[4.5.11A Hepatitis C Virus \(HCV\) Treatment](#)
[4.5.12 Managed Care and Cost Containment](#)
[4.5.13 Intake/Reception Health Screening](#)
[4.5.14 Offender Health Care Assessments](#)
[4.5.15 Offender Health Care Access](#)
[4.5.16 Offender Non-Emergency Health Requests and Sick Call](#)
[4.5.19 Nursing Assessment Protocols](#)
[4.5.20 Emergency Medical Services](#)
[4.5.21 Restrictive Housing Offender Health Assessment and Services](#)
[4.5.22 Offender Health Care Continuity](#)
[4.5.23 Offender Health Care Escort and Transport](#)
[4.5.24 Offender Health Education and Promotion](#)
[4.5.25 Pharmaceuticals](#)
[4.5.26 Offender Dental Services](#)
[4.5.26A Dental Services](#)
[4.5.27 Offender Mental Health Services](#)
[4.5.29 Prescription Medication for Offenders with Mental Illness](#)
[4.5.31 Informed Consent and Right to Refuse Care](#)
[4.5.33 Offender Medical Emergency Notifications](#)
[4.5.34 Offender Death](#)
[4.5.35 Chemical Treatment of Sex Offenders](#)
[4.5.36 Health Records Transfer](#)
[4.5.37 Offender Health Records Format and Content](#)
[4.5.38 Offender Health Records Access, Release, and Retention](#)
[4.5.39 Offender Participation in Research Projects](#)
[4.5.40 Transfer Screening](#)
[4.5.41 Behavioral Consultation](#)
[4.5.42 Care for Terminally Ill Adult Offenders](#)
[4.5.43 Clinic Space, Equipment, and Supplies](#)
[4.5.44 Communication on Offender Health Needs](#)
[4.5.45 Health Care Liason](#)
[4.5.46 Orientation for Health Staff](#)
[4.5.47 Health Training for Custody Staff](#)
[4.5.48 Hospital and Speciality Care](#)
[4.5.49 Medical Surveillance of Offender Workers](#)
[4.5.50 Medication Administration Training](#)
[4.5.51 Clinical Staff Professional Development](#)
[4.5.52 Mental Health Medication Services](#)

[4.5.53 Mental Health Programs and Residential Units](#)
[4.5.54 Mental Health Treatment Plans](#)
[4.5.55 Offender Nutrition and Medical Diets](#)
[4.5.56 Offenders with Substance Abuse Disorders](#)
[4.5.56A Medication Assisted Treatment Program \(MAT\)](#)
[4.5.57 On-Site Diagnostic Services](#)
[4.5.58 Privacy of Care](#)
[4.5.59 Health Care Staffing](#)
[4.5.60 Therapeutic Relationship Protection](#)
[4.5.61 Mental Health and Severe Mental Illness Classification](#)
[4.5.62 Suicide Prevention and Intervention](#)

Section 6 Release/Placement

[4.6.2 Release, Transfer, and Movement Procedures](#)
[4.6.3 DOC Commitments](#)
[4.6.5 Adult Detention Placements](#)
[4.6.6 Furlough Program](#)
[4.6.7 Medical Parole](#)
[4.6.9 Placement and Reporting of Youth with Adult Sentences](#)
[4.6.10 Discharge, Release, and Transfer From YSD](#)
[4.6.11 Out of Home Placement of Youth](#)

Chapter 5: Offender Programs

Section 1 Work Programs

[5.1.1 Inmate Assignments](#)
[5.1.3 Adult Offender Community Work Programs/Projects](#)
[5.1.5 Offender Community Presentations](#)
[5.1.6 Wildland Fire Suppression Crews](#)

Section 2 Montana Correctional Enterprises

[5.2.1 Correctional Enterprises](#)
[5.2.2 Correctional Enterprises Program Implementation Checklist](#)

[5.2.3 Department/MCE Product Sales](#)

[5.2.4 Prison Industry Enhancement Certification Program](#)

Section 3 Education Programs

[5.3.1 Offender Education](#)

[5.3.2 Library Services](#)

[5.3.3 University Aid for Youthful Offenders](#)

Section 4 Treatment Programs

[5.4.1 Offender Treatment Programs](#)

Section 5 Recreation Programs

[5.5.3 Recreation Programs](#)

[5.5.4 Hobby Programs for Adult Facilities](#)

Section 6 Religious Programs

[5.6.1 Religious Programming](#)