



**DEPARTMENT OF CORRECTIONS  
PROGRAMS AND FACILITIES BUREAU  
FACILITY OPERATIONAL REQUIREMENT**

Requirement:	<b>PFB 6.2.427 OFFENDER MOVEMENT CONTROL</b>
Effective Date:	10/04/2021
Revision Date(s):	
Reference(s):	53-1-203, MCA
Signature / Title:	/s/ Megan Coy, Programs and Facilities Bureau Chief

**This procedure is referenced as ACCD 3.1.1100 Offender Movement Control in Section 3.H. Offender Management; Security/Counts 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 3.1.1100 Offender Movement Control in Section 2.2.7 Services; Offender Management; Security/Counts in the Connections Corrections Program (CCP) and WATCH contracts.**

**I. PURPOSE:**

The Programs and Facilities Bureau’s contract facilities will develop and enforce internal movement controls to ensure that offenders do not evade staff supervision, plan escapes, or engage in activities not permitted by facility rules.

**II. DEFINITIONS:**

**PFB-Programs and Facilities Bureau** – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services.

**Programs and Facilities Contract Manager** – The Department’s employee(s) who acts as the liaison for services and monitors the contractual agreements between the Department and PFB contract facilities.

**III. REQUIREMENTS:**

**A. OFFENDER MOVEMENT OPERATIONAL PROCEDURES:**

1. Each facility will develop operational procedures to regulate and account for offender movement that are applicable to the program structure of the facility.
2. Controlled movement procedures may vary according to the physical plant and custody level of the facility or program.
3. Movement procedures will:
  - a. provide staff with the necessary instructions to control and supervise all individual and group offender movements:
  - b. include, where applicable, use of a call-out/emergency contact program, scheduled movement, radio or telephone communication, video cameras, and an individual pass system;
  - c. ensure movement is regulated to such activities as work, sick call, meals, recreation, education, or other programs; and

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- d. require that movement records are maintained for 30 days to provide a means of reconstructing offender activities and locations.
4. Facilities will have procedures for hospitalization of offenders that include:
  - a. Notification to PFB at [correquest@mt.gov](mailto:correquest@mt.gov) and [cormedical@mt.gov](mailto:cormedical@mt.gov) of all hospitalizations and offender return to facility;
  - b. Provision of security for up to 72 hours for hospitalization of:
    - 1) all offenders in a treatment or assessment center, and
    - 2) all inmate workers.
  - c. Provision of appropriate notice by facility staff of end of security coverage period and coordination with PFB at [correquests@mt.gov](mailto:correquests@mt.gov) in order for the Department to assume security coverage.
5. Facility procedures on offender movement must be submitted when requested by the Department.

**B. GENERAL STAFF OBSERVATION:**

1. All facility staff must observe and monitor offender movement; this includes examining passes and ensuring that offenders follow the authorized procedures of individual and group movements.
2. Staff must be especially alert to individual or group offender movements that appear to be out of context with scheduled activities.
3. Staff assigned to corridor housing unit and program posts will examine offenders' approved agendas, passes, and the daily transport list to verify proper authorization of all offender movement.

**IV. CLOSING:**

Questions regarding this procedure should be directed to the Programs and Facilities Bureau.