



ADMINISTRATIVE RULES OF MONTANA



20.28.113 POLICIES, PROCEDURES, PRACTICES

- (1) The regional correctional facility must maintain appropriate written policies and procedures contained in a manual that is accessible to all employees and the department.
- (2) The facility shall establish policies, procedures, and practices for the operation, security, and physical condition of the facility, as well as policies, procedures, and practices for the safety, health, treatment, and discipline of persons confined in the state correctional facility portion of the regional prison.
- (3) The department will determine which department policies, procedures, and practices the facility must adopt.
- (4) The policies, procedures, and practices must conform to ACA and NCCHC standards.
- (5) The facility must gain the department's initial approval of its policies and procedures before the department may allow the facility to begin to accept inmates into the facility.
- (6) The facility must review and update its policies and gain the department's approval yearly after the initial approval.
- (7) The facility must pass a pre-occupational compliance review conducted by the department and shall maintain at least a 90% compliance rating on all future department compliance reviews.
- (8) The policies and procedures must address the following areas:
 - (a) media access, confidentiality, and dissemination of information;
 - (b) inmate issues including:
 - (i) inmate funds and accounting;
 - (ii) inmate housing;
 - (iii) inmate exercise and recreation;
 - (iv) inmate visiting, telephone access, and mail;
 - (v) inmate work, religious, vocational, and treatment programs;
 - (vi) inmate personal property;
 - (vii) inmate legal assistance; and
 - (viii) inmate sanitation and hygiene;
 - (c) staff issues including:

- (i) background/criminal record check;
 - (ii) personnel files; and
 - (iii) training and staff development;
 - (d) safety and security issues including:
 - (i) inmate movement and count;
 - (ii) building and safety codes;
 - (iii) fire and life safety;
 - (iv) disaster and emergency response plan;
 - (v) use of force, restraints, and chemical agents;
 - (vi) facility security;
 - (vii) control of contraband, keys, and tools; and
 - (viii) facility security threats and escapes;
 - (e) inmate discipline, special management, and classification;
 - (f) inmate food service; and
 - (g) inmate health care, screening, and pharmaceuticals.
- (9) This rule does not apply to facilities that are operational on the effective date of these rules.

Authorizing statute(s): 53-30-507, MCA

Implementing statute(s): 53-30-504, 53-30-507, MCA

History: NEW, 2007 MAR p. 36, Eff. 1/12/07.