

**MT Women's Prison
701 South 27th Street
Billings, MT 59101**



**Inmate Handbook
Revised
January 2019**

Introduction

This handbook is designed to serve as a guide for information you will need during your incarceration at Montana Women's Prison (MWP). You are to be treated with respect and dignity and are expected to do the same to the other Inmates, staff and the public.

The Department of Corrections (DOC) and MWP develop and manage policy and procedure to meet obligations, ensure consistency and operational compliance in fulfilling the purpose of our mission, vision and guiding principles. Keep in mind that all information in this handbook is subject to change.

Expectations

You are expected to follow the rules, be responsible for yourself and be accountable for your actions. Inmates who do not conduct themselves in an acceptable manner could be charged with a specific disciplinary offense.

You are expected to maintain the cleanliness of your physical surroundings. Damage to the facility and furnishings will not be tolerated. You will be required to pay for anything you intentionally damage.

You are expected to treat your fellow Inmates, their property, and their feelings with the same consideration and respect with which you wish to be treated.

In no situation will any Inmate or group of Inmates be given authority or control over any other Inmate or facility security functions.

Your decisions, choices, and the adjustment you make here will be monitored by many individuals; including the correctional staff, Board of Pardons and Parole, Institutional Administrators and Treatment staff

Any officer or staff member may search your person or personal property or assigned cell at any time.

MT Department of Corrections Mission

The Montana Department of Corrections enhances public safety, promotes positive change in offender behavior, reintegrates Inmates into the community and supports the victims of crime.

Montana Women's Prison Mission Statement

The Montana Women's Prison is committed to fulfilling its obligation to the citizens of Montana by providing female felony Inmates and environment emphasizing accountability, productivity and personal growth in a secured setting.

Montana Women's Prison Vision Statement

Every person has value. We recognize their value and create an environment that encourages them to reach their full potential.

For your information

1. You are required to read and comply with all the rules in the Inmate Handbook. If you need help understanding the rules, ask for help from a Correctional Officer.
2. You are responsible to read and comply with any written material posted or made available in the housing unit. You are responsible to keep all noise to a minimum.

Commonly used acronyms:

AD-SEG	Administrative Segregation
AO#	Adult Offender Number
BOPP	Board of Pardons and Parole
CM	Case Manager
CO	Correctional Officer
DD	Disciplinary Detention
DHI	Disciplinary Hearing Investigation
DHO	Disciplinary Hearings Officer
DOC	Department of Corrections
GC	Grievance Coordinator
IPPO	Institution Probation and Parole Officer
IR	Incident/Infraction Report
IWF	Inmate Welfare Fund
KITE	Offender Request to Staff Member
KOP	Keep on Person (<i>Refers to medications</i>)
LAC	Licensed Addictions Counselor
LT	Lieutenant
MAX	Maximum Custody
MCE	MT Correctional Enterprises
MWP	Montana Women's Prison
OWF	Offender Welfare Funds
RO	Re-Entry Officer
PHC	Pre-Hearing Confinement
PREA	Prison Rape Elimination Act
RAC	Resident Advisory Council
RHU	Restricted Housing Unit
SOD	Staff on Duty
TL	Temporary Lock-Up

Inmate Safety

Inmates are responsible to inform staff whenever they have been threatened, assaulted, or feel intimidated or unsafe. The staff will take actions to provide a safe environment. Inmates should not discuss their charges with other Inmates or staff, except as required for Parole Plans, Programming, etc. Correctional Officers and staff are trained for emergency procedures. In the event of an emergency or disaster, Inmates must promptly follow instructions of the Correctional Officers and staff.

Seamless Safety and Security

Security is everyone's responsibility. If you observe any damaged locks, doors, gates, loose cores, keys, loose tools report it to staff. Contraband is to be turned over to or reported to staff. If you are a victim of or have knowledge of criminal activity, sexual assault/rape/abuse or incidents or threats of self-harm or harm to others you should immediately report the incident to staff.

Intake process

MWP is equipped to receive and process Inmates admitted to the agency's custody. The intake process includes an inspection and receipting for personal property and monies. Each Inmate will be photographed, fingerprinted, showered, examined for identifying scars, marks and tattoos, and housed according to security needs. Medical/dental evaluations and screenings are done; urgent medical care will be given. Testing and assessments will be done to determine educational, psychological, parental needs/support, trauma, family reunification, re-entry needs, and substance use treatment needs. State clothing and hygiene will be issued. Case Managers will classify arrivals.

The above items may not be in the order in which they are completed; but will give you an idea of what to expect during your first few weeks at MWP.

Contraband is any item on an Inmate or in an Inmates property or living area or common area that is not allowed by unit rule/policy/procedure. This includes items: altered from the original condition any items passed or shared between Inmates, or more than allowed limits or any item not approved to be sent in (mail) or brought into the facility in accordance with MWP rules.

Facility orientation

A facility orientation is provided to all Inmates covering the following: policies/procedures, rules and standards of behavior, programs/classes and other activities, grievance and disciplinary procedures, reporting sexual assault/rape and sexual misconduct, rights of Inmates with disabilities, identify gang-related involvement, commissary and offender accounts, mail and visitation, and access to courts. MWP is a tobacco free facility.

All communication within the institution must be in the English language only. The Warden may grant an exception to this if you have been identified through evaluations and screenings as having a limited English proficiency and are unable to read, write, speak or understand English. Exemptions may also be granted for religious services and educational coursework.

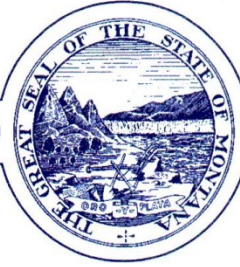
Offender Staff Requests

Below are some of the more commonly "KITED" issues. This is not an all-inclusive list and if you have any questions concerning what or who to "KITE" contact a Correctional Officer.

Inmate Financial Trust Accounts- Inmate Accounting
Attorney Visits, Special Visits, Visiting Questions- Visiting Supervisor
Canteen or Food services-- Food services Director- Kitchen Manager
Classifications, Parole Career Prep, Adult Education- Case Managers
Computer Classes- Billings Public School Representative
Disciplinary Hearings- Disciplinary Hearing Officer
Disciplinary Appeals- Warden of the Prison
Education – Billings Public Schools Representative
Grievances- Grievance Coordinator
Haircuts, Hobby, Library, Laundry-Inmate Services Supervisors
Identification (Birth Certificates, Offender State Driver's License) - Case Manager
Indigent Packets- Fill out indigent form located on the pod
Legal Postage- Inmate Services Supervisors
Mail- Night Shift Lieutenants
Medical/Eye/Dentist Appointments- Medical Department
Mental Health- Mental Health
Parole/Pre-release/ISP- Case Manager or IPPO
Phone System, IFW Accounts, Notaries- Executive Assistant
Property-Property Officer
Religious/Spiritual- Chaplain
PREA- PREA Coordinator

NOTE: Staff members are to be provided the opportunity to respond to a kite. Inmates are to wait ten (10) business days for a response to their Kite. Multiple Kites on the same subject or Kites to multiple Staff Members before awaiting a response is abusing the communication system and may result in disciplinary action.

DEPARTMENT OF CORRECTIONS



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Notice of Rights for Offenders with Disabilities

The Right to Reasonable Accommodations:

Offenders with qualifying disabilities have the right to receive ***“reasonable accommodations”*** to make programs and services more accessible *to the extent* that the accommodation does not pose legitimate safety or security concerns or create an undue burden on the facility.

To ensure access to programs, activities, and services, the Department of Corrections shall, as needed by disabled offenders:

1. Make reasonable modifications in policies; practices and/or procedures.
2. Remove barrier to access.
3. Provide auxiliary aids and services.

If the action needed to provide effective access creates an undue burden or poses a legitimate safety or security concern, the action will not be required.

Deaf and/or hearing-impaired offenders may receive an interpreter or other accommodation to access the following processes or services:

- Disciplinary hearing
- Dental
- Grievances
- Parole
- Programs
- Education
- Medical
- Mental Health
- Classification

How to Ask for a Reasonable Accommodation:

Offenders with disabilities must ask their Case Manager or other Department staff, in person or in writing, for accommodations, interpreters, and other services.

How to Make Complaints:

Offenders who are denied a reasonable accommodation, or believe they were discriminated against by Department staff because of their disabilities, have the right to file a grievance under the ***“Offender Grievance System”*** DOC Policy 3.3.3.

Distribution:

This notice shall be posted in a prominent place at each Department facility/program.

PREA

The Montana Women's Prison (MWP) has zero tolerance relating to all forms of sexual abuse and sexual harassment in accordance with the standards set forth in the Prison Rape Elimination Act of 2003 (PREA).

Inmates are encouraged to report allegations of sexual abuse and sexual harassment. The sooner the incident is reported and the more specific the information- the more likely evidence will be present to aid in an investigation and disciplinary action or criminal prosecution.

Inmates who are victims of/ or have knowledge of sexual abuse or sexual harassment should immediately report the incident by one of the follows methods:

1. Report the incident to a staff member verbally or in writing, anonymously or through a third party.
2. Utilize the "lock box" formal grievance procedure in accordance with *MWP Procedure 3.3.3, Offender Grievance Program*.
3. Use the Department approved free and confidential telephone hotline, operated by an external agency.
4. Use the inmate phone system.

MWP will not tolerate retaliation against parties who in good faith report sexual abuse or sexual harassment; individuals that retaliate may face disciplinary action. When sexual abuse or sexual harassment has been substantiated or unsubstantiated; staff and inmates involved will be monitored for at least 90 days to prevent retaliatory conduct or treatment from others. Staff will be assigned by the PREA Compliance Manager to monitor retaliation of inmates using the Retaliation Monitoring Sheet.

Deliberately malicious or false reports by inmates or other parties may result in disciplinary action or referral for criminal charges.

MWP will provide victim services to Inmates who are victims of sexual abuse or sexual harassment. Services must be made available without financial cost to the victim and must include, at minimum:

1. Access to medical examination and treatment to include follow up care and referrals;
2. Mental health crisis intervention and treatment;
3. Timely access to emergency contraception, STD prophylaxis, all pregnancy-related tests and services; and
4. Access to a victim advocate or rape crisis center counselor who can offer emotional support services throughout the investigative process, or access to a qualified facility staff person.

Medical staff will offer assessments to all inmates involved in a sexual assault. Services will include, but are not limited to:

1. If the incident took place within 72 hours, MWP medical staff will transport the inmate to an outside medical provider for additional assessment of potential sexual assault;
2. If a Sexual Assault Evidence Collection Kit is used, complete the MWP Patient Care Protocol form (attachment E); the Office of Investigations or Law Enforcement Agency of Jurisdiction (LEAJ) will take custody of the evidence;
3. If the incident did not happen within the last 72 hours medical staff will refer the inmate to in-house medical care and, in emergency situations, refer the inmate to outside medical care;
4. Medical staff will offer all parties involved in a sexual abuse or sexual harassment incident mental health treatment and fill out the Request for Mental Health Services form;
5. Mental health staff, or the On-duty Lieutenant, in the event mental health staff is unavailable, will complete a Request for Mental Health Services and an Emergency Questionnaire form (attachment F) for all parties involved; and providing inmates with access or contact information to outside victim advocates for support services related to sexual assault.

Following an investigation into an allegation of sexual abuse or sexual harassment, the PREA Specialist will inform the Inmate whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.

Definitions:

Sexual abuse of an inmate by another inmate – Sexual acts, sexual contact or any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation, in which the victim does not consent, is coerced by overt or implied threats of violence, or is unable to consent or refuse.

Sexual abuse of an inmate by a staff member or service provider – Sexual acts, sexual contact or any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks; any attempt, threat, or request by a staff member or service provider to engage in these activities; any display by a staff member or service provider of his or her uncovered genitalia, buttocks, or breast in the presence of an offender; or voyeurism by a staff member or service provider, when these acts are unrelated to official duties or where the staff member or service provider has the intent to abuse, arouse, or gratify sexual desire.

Sexual Harassment - Repeated and unwelcome sexual advances, requests for sexual favors, verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one offender directed toward another or repeated verbal comments or gestures of a sexual nature to an offender by a staff member or service provider.

Voyeurism - An invasion of privacy of an offender by a staff member or service provider for reasons unrelated to official duties.

MWP Procedure 3.4.1-Institutional Discipline

MWP has in place an inmate disciplinary system that serves to protect the public, staff, and inmates.

Copies of the rules are posted on each housing unit and a copy of *MWP procedure 3.4.1-Institutional Discipline* will be provided to you at orientation class. It is your responsibility to know the rules and regulations of MWP. Your failure to read the rules is not a defense at any hearing.

A major or minor infraction report may be issued for a rule infraction. Depending on the infraction, you may be placed in pre-hearing confinement. You may also be placed in pre-hearing confinement pending an investigation.

Minor infractions: In most cases minor infractions do not present a threat to security, safety or facility operations. Minor convictions cannot be appealed.

Major infractions: Generally, these infractions present a threat to security, safety, and orderly operations of facility, and if found guilty, may have an impact on your classification, housing, and eligibility for placement in the community (Parole, pre-release, etc.). Major infraction convictions can be appealed. All appeals are answered by the Warden or designee.

When you receive an infraction, you will be afforded a hearing. You will be served with and provided a copy of a *Disciplinary/infraction Report/Notice of Hearing* at least 24hrs before your hearing. You have the right to be present at the hearing and present evidence, witness statements, and/or witnesses on your behalf. You may also waive your right to a hearing. You may be offered a plea agreement. By accepting a plea agreement, you agree to the offered sanction. Accepting a Plea agreement waives your right to a hearing.

The standard of evidence for a guilty finding is: **If the Disciplinary Hearings Officer is persuaded by the evidence that an infraction occurred.**

The hearings officer can find an inmate guilty, guilty of a more appropriate offense, not guilty, reduce the violation, or dismiss the infraction.

If you are found guilty, you will be subject to imposition of the sanctions as outlined.

Inmates who violate federal, state or county laws may be prosecuted in court in addition to receiving a disciplinary rule infraction.

Inmate Rules

You are expected to follow any reasonable directive by Correctional Officers/Staff. When Staff issues a directive, you will assume it is a Direct Order. There is no requirement for staff to start or end a sentence with, "This is a direct order."

Identification (ID) badges are to be worn on the upper left-hand corner of the uniform shirt. The picture will face forward. Do not disfigure or attach anything to your Offender ID badge. Inmates will be dressed appropriately always.

Physical contact of any kind is not permitted. Inmates will not sit on each other's laps, hold hands, lean, massage or snuggle and this includes when taking photographs.

Inmate Service Supervisor will approve all pictures that have been taken for appropriateness.

You are not permitted to be in another Inmates cell nor are you permitted to be on another Inmates bed.

Personal grooming may only be conducted in your assigned cells and not done by another inmate.

You may not cover your cell door windows or outer windows with paper towels or anything else.

You may only wash underwear, bras, boxers, thermals, socks, shorts, t-shirts, face cloths in the pod washer and dryer.

No pictures or decorations will be taped and/or attached outside of the designated area of your cell. Cell/room furniture will not be rearranged or moved.

Nothing will be taped or glued anywhere inside of C or F pods. This includes calendars, drawings or personal pictures.

Dayroom and hallway noise is to be kept to a minimum.

If you are in an area and a line is clearly marked on the floor. That line is considered a threshold and you shall not cross any threshold line.

Call buttons are for emergencies only. Do not continually hit the call button or it can result in disciplinary action.

Exceptions are when there is not an officer on your pod and you have a scheduled movement such as medical, visiting, volunteer activities or a true emergency.

Do not give, share, loan or borrow items; transferring property to another Inmate is not allowed.

Property boxes, hobby boxes, and hygiene boxes are to be used to store your property and personal items in.

No property is to be placed, stored, or draped on an unused bed.

All personal music devices (MP3 players, etc.) will be used with headphones. Volume levels should be low enough that other people are not bothered. Devices will be turned off during count and movement. Headphones are not allowed to be in an offender's ear during any movement or during count. Devices may not be taken to appointments, programs, activities, classes or work assignments.

Headphones are not currently required for use with personal televisions. Should volume levels become a problem, then all televisions will require the use of headphones.

Inmates will attend medical appointments, Treatment Groups, Classes, and other activities if directed by appointment cards, and/ or verbal or written order. If you refuse to go to receive treatment, you need to immediately fill out a Treatment Refusal Form and immediately give it to a staff member.

When you attend any appointments, programs or activities; you will remain in that assigned location unless you are authorized to move elsewhere by staff. This includes using the restroom. Breaks are to be taken in the classroom area to avoid unauthorized movement and contact with inmates on that living unit.

Ironing is allowed only in designated areas never in a cell.

Running is only permitted in the gym or yard.

The hall bathrooms on G and H pod are for the use of inmates that are housed on those pods.

G & H pod may use a property box to place their alarm clock on in cells that are not equipped with nightstands.

Inmate Counts

Staff will use checks/counts to verify Inmates in prison custody are accounted for. Checks/counts may be formal or informal and occur at any time. Checks/count will be conducted during the day and night at various times to maintain safety and security in the facility. Counts may be redone to verify accuracy.

Inmates who do not immediately cease activity, or delay or disrupt count, will face disciplinary action. Inmates must be visible, and a facial recognition must be possible when staff is counting. Inmates must cease all conversation while a count is occurring.

Other than for life-threatening emergencies, e.g., a medical crises or fire, all offender movement will cease during official counts. Inmate movement is prohibited until count is cleared by staff. Only those Inmates listed on an out count will be counted off their pod.

FORMAL

0415 AM	on bed count
0615 AM	on bed count
1235 PM	Standing picture count (outside your cell/room with Offender ID displayed on your person)
615 PM	Standing picture count (outside your cell/room with Offender ID displayed on your person)
1100 PM	on bed count.

INFORMAL- Called by staff at any time

COUNT PROCEDURES: Report to your room/cell. Stand outside your room/cell for 1235 pm count five minutes prior to the scheduled check/count. Stand by, sit or lay on your bed for all other counts. Remain silent, you cannot hold anything in your hands, no headphones in your ears, volume of

televisions and radios will be off. The staff will do an out count on Inmates who are scheduled off the housing unit.

Lockdowns

When a “Lock down” is ordered- Inmates are to immediately return to their assigned room at their assigned housing unit. If you are not on your living unit, wait in the work, activity or group location for staff direction.

Emergency Evacuations and Emergency Situations

If an emergency occurs, follow directions from staff. When a fire alarm sounds, you must immediately prepare to leave your current location/room quickly by putting on clothing, shoes, name tag and taking jackets and blankets with you. Do not close your cell door. Wait for the directions from Staff to see if you are to be evacuated by primary or secondary routes. If Inmates are evacuated by primary or secondary routes from assigned housing units. You will be evacuated to the Big Yard. You are to stand for count (in alphabetical order) and remain silent along the fence line under your housing units assigned letter. If you are not evacuated from the housing unit you will be counted on the housing unit.

If a staff member is not available on the housing unit and you require emergency assistance for a life-threatening emergency (I.e. a medical crisis, assault, suicide attempt or fire), you may then press the emergency call button on the housing unit speakers and inform the Control room of the emergency.

Offender Movement

Movement is either Scheduled or Unscheduled and occurs once per hour. Inmates must be lined up and ready to move prior to movement. The Correctional Officer will start and end movement on a unit. Inmates who are late, fail to show up or who do not go to their assigned destination may face disciplinary action.

Scheduled Movement is movement to work assignments, classes, programs, events or activities that are pre-approved. Scheduled movement is called at five minutes to the top of the hour and will end at the top of the hour. When an Inmate misses a scheduled movement activity they must submit a kite to be excused by the facilitator or front desk officer, after 2 unexcused absences in a month period the Inmate is terminated or suspended for a period from that class, program or activity and may go to the end of a waiting list.

Unscheduled Movement is when you are called or are attending a housing unit scheduled activity like gym, yard or library. Unscheduled movement is called at the top of the hour and lasts until five minutes past the hour. Unless you are escorted by staff or paged by staff.

Between all movements, scheduled or unscheduled, check in with your housing unit officer.

1. Inmates must be wearing state issued uniforms and shoes during scheduled movement and when paged or escorted by staff.
2. Inmates will move single file down the right side of the hallways, sidewalks and stairwells.
3. MP3 players or music devices will be turned off and head phones removed from ears.

4. Coats will not be worn in the building but can be put on prior to going outside for yard or a fire drill.
5. Inmates may wear shorts to yard and gym activities only.
6. Hats will not be worn in the building except for those in an offender kitchen assignment when on-duty. Inmates may wear sweats in their dayrooms and to meals on weekends and or recognized state holidays.
7. Drink containers may be taken, however only water and ice is allowed in the cup.

CAFETERIA RULES

1. Do not forget the pods ice chest. You will not be allowed to go back and get it.
2. Remain quiet in the hallways when you are going to the cafeteria.
3. Do not take anything with you including chap stick or pens. If you are coming from a class or a work assignment; leave all items on the back tables until you are exiting the cafeteria. Leaving the cafeteria before the allotted time is not allowed except in rare circumstances and subject to staff approval.
4. Do not enter the cafeteria until you are told to do so by staff.
5. Sit at your pod's assigned tables unless your pod has run out of room and you have permission from staff to sit elsewhere. There are no saving seats at any table.
6. Taking condiments to your table (such as salt, pepper, etc.) is not permitted.
7. Do not go back to the tray distribution window without permission from staff.
8. Conversation volume should remain low, preferably speaking to just your table mates.
9. Each person will get only their own food and drink items unless you are a life aid and approved to get someone else's food items.
10. Place your trays in the dish pit window when you are finished eating to avoid a pile-up at the end of the meal. If you are not dropping off your empty tray, you may not go to the dish pit without staff permission.
11. Taking any items from the kitchen is strictly forbidden and against MWP policy.
12. Conversation with kitchen employees is not permitted
13. Do not communicate through the windows to others.
14. Communication between pods is not allowed except for courtesy; (Thank you, Please, Excuse me).

Uniforms

1. Uniforms, shoes and socks will be issued by the state and must be worn from 7:00 am until after your pods evening meal Monday through Friday and all times to the dining room, visiting, groups, classes, and volunteer activities.
2. Khaki Pants will be worn with maroon T shirts or sweat shirts.
3. Gray shirts will be worn with Gray short or Sweats.
4. Inmate Workers clothing will be worn only when the Inmate is performing a work assignment.
5. Inmates will be responsible for maintaining their clothing in good repair and neat appearance Kite "Property" when in need of repair or replacement.
6. Inmates are responsible for the cost of any lost, missing, or altered state issued item.
7. Personal and state issued clothing will not be altered in any way.
8. No bare feet.
9. Sleepwear includes pajamas, robe and slippers. These items can be worn in your room/cell and to and from the showers.

Personal hygiene / Sanitary conditions

1. Every offender should practice good personal hygiene habits.
2. Only one person in a shower stall at a time.
3. If an offender does not follow proper personal hygiene they may be required to sign a Hygiene Contract and follow the rules set forth.
4. Lights must be kept on while showering.
5. Cleaning carts will not be left in the shower areas. When not in use, they will be stored against the back wall of the pod, next to but not blocking the fire exit.
6. No chairs; other than shower chairs purchased by the state for such use- are to be in the shower area.

Leisure and Recreation

Inmates are provided an opportunity to participate in various leisure and recreational activities. Activities time schedules are posted on each housing unit.

Television Privileges

The TV and Cable are a privilege. Everyone must work together to maintain it or lose it. General Population will be allowed the television privileges as follows:

The television in the dayroom may be turned on as follows:

Saturdays, Sundays, and Holidays	• 7:00 a.m. to 10:00 p.m.
Monday through Friday	• 4:00 p.m. to 10:00 p.m.

Medical Rules and Medication Pass

You are responsible for your health needs. You must present yourself at medication times to receive prescribed medication. Inmates must cooperate with staff and follow the instructions of the medical provider to maximize treatment outcomes.

Inmates are to submit their medical kites through the mailboxes provided in the dining room. Any request for medical, dental or eye exams are to be addressed to the nurse. Please state your request or problem specifically and thoroughly. The nurse will evaluate the medical kites daily and you will get your response on the medical kite's duplicate (yellow) copy. Medical kites that are not specific will be returned to you for clarification.

1. Medication pass will be quiet and orderly.
2. You must line up in alphabetical order and must be in appropriate attire, name tag and shoes.
3. You may not sit in the window sill or sit on the floor.
4. You will not bring anything to MED pass like a book or your MP3 player. If you have come from an activity or the library and you do have items, you must place them on the other side of the hall.
5. Medications should be taken as ordered. If you refuse your medication, you must sign a treatment refusal form acknowledging your decision and you must personally give it to staff member.

6. Keep on person (KOP) medicine is to be taken as prescribed.
7. Inmates may not share medicine.

Some over the counter medicine is available through the commissary.

Custody level and assigned housing

Inmates are classified based on an assessment of risks and needs from past and current behaviors. The initial classification rating has multiple levels from high to low; maximum, close, medium, minimum restricted and minimum unrestricted.

Inmates will be moved anywhere at any time as necessary to assure the safety, security, and orderly operation of the prison as determined by MWP.

Individualized treatment program planning

Recovery is a process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential. Reentry is a process where an individual transition from prison to society; a reentry plan should include developing skills and tools which improve relationships, employment, housing, and wellness (physical and spiritual) outcomes during reentry. Program opportunities fall into one of three categories; Court Ordered; Facility Staff Recommended, and Offender Selected.

The Women's Risk/Needs Assessment (WRNA) is a gender-neutral and gender-responsive tool used by staff which supplements existing assessments to identify programming and treatment needs as well as Inmates strengths. The WRNA identifies such needs as: 1) trauma and abuse; 2) unhealthy relationships; 3) parental stress; 4) depression; 5) self-efficacy, and 6) current mental health symptoms.

Inmates have an opportunity to choose from a variety of classes and programs that they feel will enhance their personal recovery and build a sustainable reentry plan. Court directed programs must be incorporated into the plan. The prison offers many types of program opportunities (substance abuse, sex-offender therapy, mental health therapy, relationship therapy, anger management, cognitive, etc.), parenting, education (career planning, secondary education, work skills, vocational, college preparation, etc.), healthy living (fitness, health, leisure, community service, etc.), spiritual/religious activities, reentry and other programs.

Inmates Files and Release of Information

Inmates can submit a written request to view their files; case file, healthcare or treatment records. A staff member will be present for any review.

If an Inmate would like a copy of their file a per page fee (\$.50) will be charged to offset the cost of providing the copies and to cover the staff time required to manage the records. If you desire to have the records mailed they will need to pay for the actual postage costs prior to mailing. Information may be considered either private or public, private information requires a release of information by the offender.

Inmate Trust Account

There are two accounts that the Inmates money goes in, trust and savings. Money may only come in from approved visitors who are approved to send in money. The money must be sent in the form of a money order, bank cashier's check or electronically through the MT.gov E-pass system. Money orders over 20 days old cannot be accepted. Money orders must be legible and filled out completely including the inmates name and the Inmates AO number and the sender information. A receipt will be issued for money that is sent in or came in with the inmate. If the inmate did not receive a receipt, then the money order has not arrived at the prison. Money from other agencies (pre-releases, jails), tribes (per-capita), (payroll checks), and the State or Federal Governments (tax returns) will be accepted. Exceptions to this are IRS checks, which must be cleared before being posted, and this can take 6-8 weeks. All monies must be in United States currency.

The trust account is where the inmate can use this money for canteen, hobby, phone calls, postage to send out packages and check request to approved visitors or vendors, etc. Money slips will be used to request expenditures from the account. Savings account is where money is placed for when the Inmate leaves. Money in this account cannot be spent until the Inmate leaves the Montana Women's Prison.

Inmates need to keep an account register or ledger to track financial activity which will aid in balancing and reconciling their trust account. Statements are only provided once per month on the last work day of the month. If an Inmate believes that, there is an error in their Inmate trust account they need to submit a kite to the Accounting Department. In a kite, the Inmate needs to provide detailed information of the error they believe has happened, so if there are any discrepancies, they can be corrected.

Telephones and Mail

Telephones are a privilege on all housing units to allow inmates to communicate with people outside of prison. All calls are monitored and recorded. It is against the rules to use another Inmate's telephone access codes (pin numbers) or place a call on behalf of another Inmate or three way or conference calls, having the called party forward a call, calling a toll free or 900 number, using a phone or other type of calling card to place a call. Requests for unmonitored attorney calls may be made but will only be approved if a documented and compelling legal need exists through your Case Manager.

Video Telephone calls are also a privilege to Inmates at MWP. Calls must be scheduled in advance. The costs for regular Telephone calls and Video Calls have been set according to the contract with Century Link and ICSolutions.

Mail correspondence includes, but is not limited to, letters, books, newspapers, magazines and other publications, addressed to or from an offender housed in the facility. These items may be leaving or entering the facility via the U.S. Postal Service, or via a recognized courier system.

The Warden may reject correspondence sent by or to an Inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity.

Correspondence between confined Inmates may be permitted if the other Inmate is either a member of the immediate family or a compelling legal need exists. Mail correspondence may be inspected and read by staff at the sending and receiving institutions. Mail and telephone communication will not be granted unless the Superintendent/Warden at both institutions must approve the mail and phone correspondence.

Privileged or legal mail is identified on the envelope as from a court, judge, clerk of court, attorney of record, the American Civil Liberties Union, the Director of Corrections, the Governor or Attorney General when received on official stationery of the persons or agencies. It is also mailed to any of the above persons or agencies. Privileged or legal mail may be opened and inspected only in front of the offender to whom it is addressed.

Incoming mail must bear the Inmates full incarcerated name and Adult Offender identification number. It will be opened before delivery to the Inmate and inspected for money orders, cash, stamps, checks and contraband. Inmate mail will be further reviewed for content adherence to the mail policy.

As a rule, packages for Inmates will not be accepted. Books may be sent in from approved book vendors but must meet the criteria laid out in the mail & property policies. Inmates wishing to have personal items mailed into the institution will send a kite to the staff responsible for the requested item as follows:

- Case Manager - release clothing.
- Medical - orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aids.
- Property - wedding bands (no stones) offender must be able to establish they are legally married.
- Chaplin – religious items (cross-no stone, medicine bag, etc.)
- Associate Warden - questionable items not covered in the other categories.

Property, subscriptions, publications mailed to an offender or received before the approval is on file will be returned at the Inmate's expense.

Incoming multilayer greeting cards, cards with music boxes or cards which flake are not authorized.

Letters with stickers, drawings or artwork on the envelope will be returned to sender.

Official documents birth certificates, social security cards, state issued identification, etc. will be placed in the Inmate's records file and held for the offender until their release.

Inmates desiring to use certified, registered, or insured mail US Mail may do so, but are subject to the fees required to send correspondence via these methods. All Inmate mail is scanned for unauthorized contents which may include but is not limited to items that are non-mail able under postal regulations, sexually graphic correspondence, code, facility diagrams or maps, escape plans, threats, illegal activities, unauthorized monies and businesses operated from the facility. Unauthorized enclosures and contraband will be confiscated, returned to sender, or handled as undeliverable mail.

Visits

Visitation is a privilege, not a right. Inmates who wish to have visitors come in to see them initiate the process by sending a visiting questionnaire to their families and friends (applications are also on line).

The family members or friends must return the completed questionnaire to be considered a criminal history check will be run on all potential visitors. If approved, the person will be placed on the offender's visitation list. The Inmate will be notified. It is the Inmate's responsibility to notify the party that they may start visiting.

Minor children are only allowed to visit Inmates when accompanied by their legal guardian (copy of state birth certificate and/or notarized legal paperwork with names needs to accompany application), or whom the guardian gives authorization to. The guardian must fill out the guardian permission form located at MWP and have it notarized for non-guardians to bring in the minor along with a copy of the child's state birth certificate and/or notarized legal paperwork with names. All paperwork needs to be approved and on file before the minor is authorized to come in with the adult. If the minor is in the care of Child Protective Services, visitation must be arranged through that agency.

Minor children may be eligible to attend kid's day activities held the third Saturday of the month without being accompanied by an adult visitor if approved to visit. These visits are supervised by parenting staff.

Family day is held once per year and an offender can have up to 5 visitors (family or friends) attend if they are approved to visit. Inmates must maintain the required clear conduct prior to the event to participate.

Approved visitors must follow the directions of staff and the visiting rules or they will be asked to leave, and the visit will be terminated. Depending on the circumstances, this can be a temporary or permanent loss of visiting privileges. Visitors need to arrive 30 minutes prior to the scheduled visit for check in. Visitors will be turned away from visiting if they appear to be under the influence of drugs or alcohol.

Contact and non-contact visitation may occur as deemed appropriate either by visiting rules or management staff. Official or legal visits will not be scheduled during facility visiting sessions. Official or legal visitors must be able to establish a need for the visit prior to them being allowed access. All visitors are subject to security searches.

Visiting Schedule

Visitors need to arrive thirty minutes (30) before scheduled visiting times to allow for check-in. On State Holidays, visiting hours are the same as Sunday visiting hours.

MWP Visiting Schedule				
Sunday 8:30am-10:30am 1:30pm-3:30pm	Tuesday 7:00pm- 8:30pm	Thursday 7:00pm- 8:30pm	Friday 7:00pm- 8:30pm	Saturday 8:30am- 10:30am 1:00pm-3:30pm

****The third Saturday of every month is kids/teens day there are no regular visits at 830am and 130pm****

Check-in Times for Visitors				
Sunday 8:00am 1:00pm	Tuesday 6:30pm	Thursday 6:30pm	Friday 6:30pm	Saturday 8:00am 1:00pm

