



**YOUTH COMMUNITY CORRECTIONS BUREAU  
GREAT FALLS YOUTH TRANSITION CENTERS  
STANDARD OPERATING PROCEDURES**

Procedure No.: YTC 10-1	Subject: <b>STANDARD OPERATING PROCEDURE MANUAL</b>
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Applicable ACA Standards: 3-JCRF-3A-01	Revision Date:
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10
Signature: /s/ <i>Steve Gibson</i>	

**I. CENTERS DIRECTIVE:**

The Great Falls Youth Transition Centers (Centers) shall maintain a Standard Operation Manual containing all procedures for facility supervision, with detailed instructions for implementing them. Complete copies of the manual shall be kept in the Centers Program Managers office and readily available for staff and public review. The manual is reviewed at least annually and updated, if necessary.

**II. DEFINITIONS:**

**Management** - Youth Services Division employees with management or supervisory responsibilities and duties including, but not limited to, the Youth Services Division Administrator, Youth Community Corrections Bureau Chief, Financial and Program Services Supervisor, Youth Transition Centers Director, and Youth Transition Centers Program Manager.

**Policy** - for the purposes of this procedure a Department of Corrections, Montana Operations Manual, Youth Community Corrections Bureau or other state agency policy.

**Policy / Procedure System** - an electronic system containing directives, policies, or procedures that direct the operations of the Youth Community Corrections Bureau including Youth Transition Centers.

**Procedure** – Bureau and Youth Transition Centers Standard Operating Procedures that are written in compliance with Department of Corrections policies, Youth Community Corrections Bureau policies, State Statutes, Administrative Rules of Montana, ACA Standards, Court Rulings, or other governing entities.

**Youth Community Corrections Bureau** - Juvenile Parole, Fiscal/Regional Administrative Officers, Policy, Quality Assurance, Youth Placement, Interstate Compact for Juveniles, Youth Transition Centers, Transportation, and Detention Licensing.

**III. PROCEDURE:**

**A. Youth Community Corrections Policy / Procedure System**

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1. The Youth Community Corrections Bureau Chief will maintain and make available to Bureau employees a policy / procedure system for the general operation of the Bureau. The system will specify how policies and procedures are to be implemented in the Youth Community Corrections Bureau and will be reviewed and updated annually by the Youth Community Corrections Bureau Chief.
2. YCC Policy/Procedure reviews will have a timeline to be reviewed within 90 days. The Youth Community Corrections Bureau Chief or designee will maintain a schedule of reviews, and if reviews are not completed within 60 days, the Youth Community Corrections Bureau Chief or designee will send reminders with copies to supervisors.
3. The Youth Community Corrections Bureau policy / procedure system will contain standard operating policies or procedures that specifically address all operational aspects of the Bureau. All current Bureau policies and procedures are available electronically through the Department of Corrections intranet web site at [http://mycor.cor.mt.gov/Youth/YSDPolicies\\_Procedures/YCCPolicies.asp](http://mycor.cor.mt.gov/Youth/YSDPolicies_Procedures/YCCPolicies.asp). Offices may provide the public access to the printed Index of the system and allow members of the public to review policies or procedures they request to review.
4. If a section of any policy or procedure within the system is found to be in conflict with the Department of Corrections policies, state statutes, Administrative Rules or union contract, that portion of the policy or procedure shall be considered null and void. The remainder of the affected policy or procedure shall be considered valid.

**B. Annual Policy / Procedure Review**

1. Youth Transition Centers Standard Operating Procedures shall be reviewed annually or more frequently as needed by the Youth Community Corrections Bureau Chief and other staff at the direction of the Youth Community Corrections Bureau Chief or Youth Services Division Administrator. The Youth Transition Centers Director shall be responsible for ensuring annual reviews are completed in compliance with DOC policy.
2. The Youth Community Corrections Bureau Chief or Designee is responsible for ensuring all new, existing or revised Bureau policies / procedures are distributed to Bureau employees and other manual holders

**C. Organization.**

The Youth Transition Centers Standard Operating Procedures system will be divided into chapters by topic. The Department of Corrections, state or bureau policy, state statute or other authority for the policy or procedure will be listed in the manual.

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**D. Policy / Procedure Comment**

All Bureau employees will be provided access to a Bureau Policy / Procedure Comment form specifically designed and used for annual and/or periodic policy / procedure reviews. (Refer to [YCC 10-3 \(B\) Policy/Procedure/Form Comment](#)) This form permits employees a means to submit written comments or questions whenever the applicability or utility of a policy or procedure is in question. This form is submitted to the employee's immediate supervisor and subsequently reviewed by the Youth Community Corrections Bureau Chief or designee as needed.

**E. Policy / Procedure Implementation**

The effective date of new policies or procedures will be established in a manner that permits adequate time for review by employees.

**F. Policy / Procedure or Form Rescission and Revision**

No Bureau policies, procedures, or forms including Youth Transition Centers Standard Operating Procedures will be issued by directive or memorandum. Revisions will be issued in the Bureau policy / procedure format to maintain consistency and uniformity. The Youth Community Corrections Administrative Support shall maintain copies (manual or electronic) of all rescinded or revised policies, procedures, or forms, comments from Youth Transition Centers employees and any other paperwork associated with policy, procedure, or form development.

1. **Rescission** of any Bureau policy, procedure, or form shall only be accomplished by use of [YCC 10-3 \(C\) Notice of Rescission](#).
2. **Revision** of a policy or procedure shall result in the entire policy or procedure being reissued and shall not be valid until such time that the Youth Community Corrections Bureau Chief has affixed the revision date and signature. Revision or rescission of a form associated with a policy or procedure will not necessitate reissuing the policy or procedure.
3. Whenever a new or revised policy, procedure, or form is issued, any preceding policy, procedure, or form, related instruction, letter, directive, or memorandum covering the same content is thereby rescinded.
4. Whenever a form is revised, it will contain the policy or procedure reference number and revision date at the bottom

**G. Temporary Policy or Procedure**

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In the event there is an **emergent** need to make revisions to a Youth Transition Centers Standard Operating Procedures, the Youth Community Corrections Bureau Chief or Youth Services Division Administrator has the authority to establish a temporary policy or procedure.

1. Temporary policies or procedures will remain in effect up to 90 days, pending review by the Youth Transition Centers Procedure Committee and the Youth Community Corrections Bureau Chief.
2. As needed, the Department Policy Specialist and Legal will be contacted to determine if there is a need for Department or legal review of a temporary policy or procedure before it is issued.
3. Temporary policies or procedures will follow the standard format for permanent policies or procedures and will contain a statement that the policy or procedure is a temporary policy or procedure.

#### H. **Restricted Policies or Procedures**

1. To ensure the safety and security of the Youth Community Corrections Bureau, designated policies or procedures may be restricted from general policy / procedure distribution. At no time may offenders or the general public be given access to restricted policies or procedures. Such policies or procedures shall not be made available through normal distribution and will be printed and retained in a secure location.
2. Restricted distribution policies or procedures must include the letters "RD" in red print immediately following the policy / procedure number on the document and indicate "Restricted Distribution" clearly on each page.
3. The Bureau shall establish a list for the distribution of restricted policies / procedures. Further dissemination shall be on a need-to-know basis. Copies of all restricted distribution lists and policies or procedures for the Bureau will be provided to the Department Policy Coordinator and copies will be maintained in the Helena Youth Community Corrections Bureau office. Any restricted Youth Transition Centers Standard Operating Procedures will be available in the Youth Transition Centers Program Managers office.

#### I. **New Employee Orientation**

1. New employees will either review or be provided training on Bureau policies, procedures, and forms including Youth Transition Centers Standard Operating

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Procedures appropriate for their duties within thirty calendar days of employment. Orientation will include familiarizing new employees with the location of, and methods of access to, Department and Montana Operations Manual policies and Bureau Standard Operating Policies and Procedures. New and existing employees will review applicable Department and Montana Operations Manual policies and Bureau Standard Operating Policies and Procedures and Youth Transition Centers Standard Operating Procedures as determined by Management. Review forms will be forwarded to the Bureau Training Unit for entry into the employee's training records.

2. The Department or YSD Management will determine which policies, procedures, and forms employees will be required to review. Management will provide or arrange policy, procedure or form training based on the employee's position, duties and responsibilities. The Department or Management will determine time periods for these reviews. The incumbent will be required to review [DOC 1.1.2, Policy Management System](#).

**J. Progression of New / Revised Policies / Procedures:**

The following progression will be followed:

1. The proposed/revised policy / procedure is drafted typically by staff member(s) within the Bureau utilizing the Bureau policy / procedure format, and submitted by the policy / procedure author to the Youth Community Corrections Bureau Chief or designee depending upon the origin of the policy / procedure.
2. The Youth Community Corrections Bureau Chief will determine which staff will conduct the review of the proposed/revised policy / procedure and distribute it accordingly. This will include the Youth Transition Centers Correctional Officers, legal staff, and subject matter experts including Youth Community Corrections Policy Committee within the Department or Bureau. These persons have ten working days to review the proposed changes and comment, unless an extension has been requested and granted by the Bureau Chief. An extension of up to 30 calendar days may be granted. For revised or new policies, the Bureau Chief will decide if a committee needs to be formed to finalize the policy or procedure.
3. The Youth Community Corrections Bureau Chief or Designee may distribute the proposed policy or procedure by hard copy or electronically to select employees for review and comment, and include the time period granted for review.
4. Review comments and suggestions should be submitted to the Youth Community Corrections Bureau Chief using [YCC 10-3 \(B\) Policy/Procedure/Form Comment](#).

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5. When the review and editing process is completed, the final policy / procedure is reviewed and signed by the Youth Community Corrections Bureau Chief and Youth Services Division Administrator. The signed policy / procedure is distributed by the Youth Community Corrections Bureau Chief or designee electronically via the intranet and by hard copy manual for the Youth Transition Centers.
6. Central Office replaced or rescinded policies or procedures will either be kept in a binder or electronically.
7. After Bureau employees review a policy, procedure or form, they will complete [YCC 10-3 \(A\) Policy/Procedure/Form Review](#) and submit the form to their immediate supervisor for forwarding to the Youth Community Corrections Bureau Chief, or designee. Reviews of new or revised policies / procedures should be completed within 90 days of issuance.

#### **IV. CLOSING:**

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

#### **V. REFERENCES:**

[YCC 10-3](#) *Procedure Management System*

#### **VI. ATTACHMENTS:**

YTC 10-1 (A) 40 Hour Orientation  
YTC 10-1 (B) Residents Contact List  
YTC 10-1 (C) Staff Handbook