

MONTANA STATE PRISON

MARTZ DIAGNOSTIC & INTAKE UNIT



A GUIDE TO ADJUSTMENT

ORIENTATION HAND BOOK

REVISED March 2010

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MSP/MCE ABBREVIATED PERSONNEL LIST

ADMINISTRATIVE PERSONNEL:

MIKE BATISTA
LEROY KIRKIGARD
CANDYCE NEUBAUER
PATRICK SMITH
BLAIR HOPKINS
MIKE MICU
TOM WILSON
TOM WOOD
DENISE DEYOTT
MYRON BEESON
LEONARD MIHELICH
KEN ARNOLD
JIM SALMONSEN
KURT MARTHALLER

TERRI STAPHALO

DIRECTOR OF DEPARTMENT OF CORRECTIONS
WARDEN OF MONTANA STATE PRISON
BUREAU CHIEF CLASSIFICATION/DISCIPLINARY/GRIEVANCE
BUREAU CHIEF CONTRACT PLACEMENT BUREAU
DIRECTOR SPECIALIZED TREATMENT UNIT
CHIEF INVESTIGATOR
ASSOCIATE WARDEN (RE-ENTRY)
SECURITY MAJOR
MAIL ROOM SUPERVISOR
ASSOCIATE WARDEN OF HOUSING UNITS
ASSOCIATE WARDEN OF OPERATIONS
MAINTENANCE SERVICE MANAGER
WAREHOUSE MANAGER
FOOD SERVICE MANAGER
CHIEF OF EDUCATIONAL SERVICES
RELIGIOUS COORDINATOR

MARTZ DIAGNOSTIC & INTAKE UNIT:

ROBERT SHAW
TONI BARCLAY
MONIQUE MILLER
AUTUMN NOLL
DAWN PHILLPOTT
PAUL THOMPSON
LARRY PASHA
STEVEN WEBER
JERRY BEASLEY
MARK LOCHRIE
GEORGE SMITH
CLIFF CURNOW

UNIT MANAGER
CASE MANAGER/MDIU CLASSIFICATION SPECIALIST
CASE MANAGER/MDIU CLASSIFICATION SPECIALIST
TREATMENT CASE MANAGER
SERGEANT 1ST SHIFT
SERGEANT 2ND SHIFT
SERGEANT RELIEF 1ST SHIFT
SERGEANT RELIEF 2ND SHIFT
ADMISSIONS MANAGER
ADMISSIONS OFFICER
ADMISSIONS OFFICER
ADMISSIONS OFFICER
RECORDS MANAGER

AMERICANS WITH DISABILITIES ACT (ADA) COORDINATORS:

CYNTHIA DAVENPORT, MSP
MCKENZIE HANNAN, DOC

BOARD OF PARDONS: VERN OSLER, EXECUTIVE SECRETARY

INSTITUTIONAL PROBATION & PAROLE:

ED FOLEY IPPO SUPERVISOR
JAMES CAMERON IPPO TREASURE STATE CORRECTIONAL TRAINING CENTER

CATHY REDFERN, MEDICAL/MENTAL HEALTH UNIT BUREAU CHIEF

CINDY HINER DIRECTOR OF NURSING
JILL BUCK CHIEF OF PSYCHOLOGICAL SERVICES

MONTANA CORRECTIONAL ENTERPRISES (MCE): GAYLE LAMBERT, ADMINISTRATOR

LARRY BURKE VOCATIONAL TRAINING DIRECTOR
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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 Unit Counselor or other Department staff, in person or in writing, for accommodations, interpreters, and other services. Offenders may also directly route any written request for accommodation by using an Offender/Staff Request (OSR) form to the MSP ADA Coordinator, Cynthia Davenport or the Department ADA Coordinator, McKenzie Hannan.

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 “*Inmate Grievance System*” MSP Policy 3.3.3.

Distribution:

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

MISSION:

The Montana Constitution (Article II, Section 28) indicates that corrections shall be based on principles of prevention and reformation. Full rights of offenders are to be restored upon termination of state supervision. Montana statutes mandate a state correctional policy that protects society by preventing crime through punishment and rehabilitation of the convicted. Citizens are held responsible and accountable for their actions. The state is to pursue alternatives to imprisonment whenever appropriate for nonviolent offenders, in order to enable them to become productive members of society (46-18-201, MCA). These precursors led to the following mission statement:

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

The Montana State Prison is dedicated to the protection of the public, employees and offenders and to communicate with victims of crime while providing the opportunity for offenders to make positive changes.

INTRODUCTION

While you are in this institution, this guide book is designed to serve as a handbook for information you will need and to let you know what is expected of you during your stay here. It will be to your benefit to read it. You may have been in an institution similar to this one in the past. In any case, your future here and on the outside will depend on your attitude, habits, and skills that you develop at the Montana State Prison. Take a look at yourself, decide on the kind of life you want to lead, and the kind of work you want to do when you leave here. Involve yourself in the programs that will help you become a better person, better citizen of Montana, and a better citizen of the United States. Your activities and your adjustment here will be of constant concern to many individuals. Some of these individuals are members of the Board of Pardons, Institutional Administrators, Treatment Staff, Correctional Staff, fellow inmates, and the members of your family. Inmates of this institution must live in close proximity to other inmates assigned to the same housing unit. Respect fellow inmates and staff. Maintaining minimum levels of personal hygiene items and personal property will enhance a harmonious living arrangement. Each Unit Management Team has developed specific regulations for each housing unit. It is your responsibility to obtain a copy of these regulations, familiarize yourself with them, and abide by them.

SOME USEFUL ADVICE

1. PROFIT FROM YOUR RECENT EXPERIENCE

DO NOT.....

- Plot, attempt, or assist another to escape.
- Take part in any demonstration, disturbance, or act of resistance alone or with others.
- Gamble in any form or fashion. It is against policy, and a good way to get yourself in a bind.
- Possess a dangerous weapon of any type.
- Strike, wound, or assault anyone including yourself.
- Borrow, purchase, lend, or steal any property belonging to another.
- Play your stereo or television loud enough to disturb your neighbors.

DO.....

- Accept responsibility for your actions.
- Your own time!!!!
- Cooperate with those that are here to help you.
- Utilize your time here to improve yourself.
- Believe in your ability to change your life in a constructive manner.
- What you can to help those around you.
- Proactively pursue your goals, become value driven, and principle centered.

2. BE CONCERNED ABOUT YOUR HEALTH

- Keep yourself and your living area clean.
- If you have a medical or emotional problem, make it known to staff.
- Shower often, keep your cell neat and clean, exercise regularly and be well groomed.

ADMISSION AND ORIENTATION

After your arrival at the Montana State Prison, you will live in the Martz Diagnostic & Intake Unit (MDIU) for approximately 30 to 45 days until you are classified. While there, you will meet and talk with people who will instruct you in what kind of job opportunities and treatment programs are available in the institution, and what is expected of you. You will receive a physical examination, mental health screening, academic testing and treatment screening. Your attendance at orientation sessions, your attitude, past record, physical and mental health, as well as your present behavior will be evaluated. This information will be used to help determine your work assignment, unit placement, and custody rating. It will also be used for consideration for transfer to another program such as regional or private prisons, community corrections, or release to community supervision.

RULES AND REGULATIONS

While incarcerated at Montana State Prison, you are expected to follow institutional and unit rules, as well as city, county, state, and federal laws. These rules are intended to ensure safe custody, decent living conditions, and fair treatment for all inmates.

If you do not understand the rules, ask any of your Unit Management Team to explain them.

MARTZ DIAGNOSTIC AND INTAKE UNIT (MDIU) **UNIT RULES**

(Also known as the RECEPTION UNIT)

These rules will provide a guideline to let you know what is expected of you while you are housed in the Martz Diagnostic and Intake Unit (MDIU). If you have any questions about what is expected of you, **ASK A STAFF MEMBER FOR CLARIFICATION**. Failure to follow unit rules, policies and procedures will result in disciplinary action per MSP Policy 3.4.1 – Institutional Discipline.

GENERAL HOUSING UNIT RULES:

CELLS:

- All cell assignments are made by unit staff. The general rule is that there are no moves during an inmate's stay at MDIU and inmates do not have the privilege of requesting cell changes as they will in other housing units at MSP. If an inmate is in MDIU longer than 60 days, however, he may request a cell change.
- Pat searches and strip searches may be conducted during cell searches, dayroom or at anytime at the direction of unit staff. Inmates are to cooperate with all searches as interfering will result in a write-up.
- Inmates will not tamper with the vent (i.e.: plugging, diverting, etc).
- At no time shall an inmate cover or block either the light fixture or air vent in a cell with anything.
- Inmates shall not cover the intercom speaker with anything.
- Inmates shall not tamper with the sprinkler. This is in place for safety in the event of an emergency.
- The call button in the cell is for emergency purposes only and is not to be used for general types of questions that can be answered by the Officers when they are on the blocks. Misuse of this will result in disciplinary action.
- Cells will be kept neat and clean at all times. Beds will be made whenever the inmate leaves the cell, with the blankets tucked under the mattress.
- Nothing will be hung or placed on the walls, windows, door, ceiling, light fixtures or bunks in the cell. This includes photographs. At no time are inmates allowed to use anything to cover the door window. If an inmate violates this, he will receive a disciplinary report.
- No state or personal items will be used as a desk or floor covering. No homemade furniture or any other self-made items of any kind will be allowed in the cells.

- Cells will be inspected prior to occupancy. Inmates will be required to sign a cell check-in sheet. If any damages are noted after placement in the cell, assigned inmates will be charged with destruction of property. Cost of repairs will be determined through the disciplinary process.
- Mattresses will remain on the bunk at all times except when Unit Management Teams deem it necessary to house a third inmate in a cell due to a shortage of regular beds. The third mattress will be placed on the floor. When a mattress must be placed on the floor for any other reason, the Doctor, Deputy or Associate Warden and the Unit Manager must approve it.

DAYROOM:

- Dayroom will rotate between 1st and 2nd shift for the uppers and lowers, and will be for a period of approximately one (1) hour.
- Games may be checked out during evening dayroom and will be checked in during morning dayroom.
- Except for when showering, inmates must be fully dressed in state issued pants, shirt, shoes and socks whenever they are out of their cell.
- Inmates must shower and clean their cell. Inmates must use the shower on their tier unless they are all in use and then they may use a shower on the other level.
- During dayroom, inmates will be able to deposit items in the boxes by the block door (mail, canteen, grievances and medical), as well as taking out their trash and getting forms.
- During dayroom, inmates must be either in the shower, in their cell, or in the designated dayroom area on the main floor. On the lower level (regardless of which level an inmate lives on) inmates are not allowed to be closer than 4 feet from a cell door. Do not go beyond the tape on the floor.
- Inmates may not loiter on the second floor walkway, or on the stairs, or under the walkway.
- Visiting from cell to cell is not allowed and inmates cannot be in any other cell but their own.
- Horseplay will not be tolerated, and will result in immediate lockdown and will be dealt with through the disciplinary process.
- **ITEMS MAY NOT BE PASSED FROM INMATE TO INMATE AT ANYTIME. NEWSPAPERS OR MAGAZINES MAY BE PASSED BY STAFF AT THEIR DISCRETION AFTER INSPECTING THEM.**

LIBRARY:

- Library services will be provided on Friday mornings from approximately 0830 to 1100 hours. Inmates will be called off the blocks and will go to the library room.
- Each inmate may check out two books.
- When you have read the book, you may put it in the book drop box provided on the block. If you prefer, you may keep the book until the following Friday and turn it in when called for library.
- You may not pass the book to another inmate or give it to a staff member to turn in.
- When you move out of MDIU, you must turn the book in and leave it at MDIU.

OUTSIDE YARD:

- Unit yard will be run on Monday, Tuesday, Thursday, and weekends.
- Yard may be cancelled at any time due to inclement weather or security/staffing issues.
- There will be no leaning on or touching the fence or horse play of any kind.
- The use of this yard while at MDIU is a privilege. Any problems could result in the closure of the unit yard.

INMATE MOVEMENT:

- Inmates will be escorted any time they leave the housing blocks. If the inmate leaves the unit, he will be escorted in accordance with policy directives for close custody inmates.
- Inmates going to see any staff member within the unit or going outside of the unit must be fully dressed in state issue pants, shirt, shoes and socks.
- Inmates may not wear hats inside of the unit.
- Inmates will not be allowed to be in another inmate's cell. Inmates are not allowed to be on any block other than the one assigned to them or they will receive a write-up for being in an Unauthorized Area

WORK & SCHOOL ASSIGNMENTS:

- While at MDIU inmates will not be expected to have a job or school assignment. They will be expected to participate in housecleaning duties and janitorial duties in the housing area.
- Inmates will be expected to fully and honestly participate in all screening/testing processes.
- The only jobs available to MDIU reception status inmates are the paid block swampers, four on each block and the paid barber/swamper. As one leaves the unit a new one is hired. To be eligible, an inmate should not have been in MDIU for more than 20 days on the day of hire and must be physically able to do the work. Send a "kite" to the Sergeants office if interested.

STATE LAUNDRY:

- Laundry will be exchanged on a one-for-one basis on designated laundry pass days.
- MDIU inmates will be allowed to have only: (1) pant, (1) shirt, (1) underwear, (1) pair of socks, (2) sheets, (1) pillowcase, (2) blankets. Additional blankets may be allowed during winter months.
- Having more laundry than allowed or destruction of the state issued laundry will be cause for disciplinary action. You will be required to pay for items destroyed.
- Inmates will be required to wear the size of clothing that fits them. Inmates will not be allowed to wear clothing that is baggy and loose fitting.
- A parka (winter jacket) will be issued to each inmate before he leaves MDIU. The parka is to remain with the inmate as he moves from unit to unit during his incarceration. If it needs repair or cleaning while it is issued to the inmate, he may arrange that through the unit sergeant.

MEALS:

- Meals will be served in the unit three times a day.
- No horseplay or talking to inmates in another cell.
- Diets, as ordered by the doctor, will be served at the same time period as regular meals.
- All food and beverages provided with the meal will be consumed during the meal.
- No items of food/beverage from the meal can be kept or stockpiled in the cell (sugar, salt, pepper, food, bread, etc...).
- Plastic ware and wrappers must be disposed of in the trash, not the toilet. Do not flush the plastic meal coverings in the toilet. Put them in the garbage bag or turn them in when you turn in your tray after the meal.
- Take only one carton of milk (if offered), 2 cups for liquids, unless directed otherwise by staff.
- Cups from the kitchen may not be kept in the cell between meals. They must be returned with the tray at the end of each meal. Personal cups may be used for beverages at meal time but the limit is still 2 cups.

MAGAZINES AND NEWSPAPERS WILL NOT BE PASSED DURING MASS MOVEMENT SUCH AS MEAL TIMES.

MAIL:

- Outgoing mail must be deposited in the mailbox before the evening lock down, or it won't go to the Mail Room the following morning. Mail goes out Monday through Friday, excluding holidays, at approximately 8 A.M.
- Mail is delivered on second shift Monday through Friday at approximately 2:30 P.M.
- The inmates will put their own mail in the "Mailbox" on the block during dayroom.

ALL OUTGOING GENERAL MAIL WILL BE LEFT UNSEALED, AND NO MARKINGS OTHER THAN ADDRESS (drawings, sayings, kiss marks, etc.) WILL BE ALLOWED ON THE ENVELOPE OF ANY INCOMING OR OUTGOING MAIL. (DOC policy 5.4.1) OUTGOING LEGAL MAIL MUST BE CLEARLY MARKED AND ADDRESSED AS LEGAL MAIL TO A VERIFIABLE ADDRESS AND MAY BE SEALED.

CANTEEN:

- Orders will be turned in by 0700 hr the day prior to the scheduled canteen delivery day.
- Only those items allowed per the MDIU Canteen List can be ordered.
- Canteen will be passed on 2nd shift.
- Inmates shall open, check and verify with their signature all deliveries in the presence of staff at the time of receipt.
- Inmates must report discrepancies to staff immediately upon receipt, and staff will process discrepancies in accordance with the commissary policy.
- No action will be taken if an inmate fails to open and check the commissary orders in the presence of staff, and then later claims a discrepancy.
- Inmates are not allowed to exchange, loan or give away commissary or personal items at any time while at MSP (MSP policy #4.1.3).

MEDICAL:

- All medical/dental requests will be turned into the Infirmary Kite Box located at the block door during mass movement (meals, dayroom).
- Inmates will be placed in restraints and escorted to the main Infirmary if deemed necessary by medical staff.
- If an inmate has a medical emergency, he must immediately notify unit staff.

HYGIENE:

- All inmates are expected to be neat and clean in appearance at all times.
- Showers will be available during dayroom. Each inmate will be given ten minutes for his shower. The only items to be taken to the showers are one (1) towel, shampoo and soap.
- Any inmate that has hair longer than the bottom of the collar will be required to have his hair tied back whenever he leaves his cell. Inmates are not allowed to have beards or mustaches longer than one inch.
- Inmates may request a hair cut by placing their name on the sign up list posted on the bulletin board on each block.

PHONE PRIVILEGES:

- Inmates will be required to make collect phone calls during a dayroom period.
- Inmates will not be allowed on the phone for more than 15 minutes during any dayroom period.
- You may request phone calls outside of dayroom times by signing up on the sign up list posted on the bulletin board the day before you would like to place the call. No phone calls will be allowed after the 2030 hours lockdown.
- If you have a verifiable emergency and need to make a phone call, contact the sergeant or a case manager by "kite".
- In all cases, there will be only one inmate allowed on each phone per call and while on the phone inmates are not to visit with other inmates.
- If an inmate's attorney will not accept a collect call, the inmate will need to correspond through the mail.
- All calls made using inmate phones (with the exception of calls to verified attorneys of record) are subject to recording and/or monitoring by Montana State Prison staff.

VISITING PRIVILEGES:

- There are no visiting privileges while in MDIU except for attorneys, clergy and law enforcement officials.
- To have someone placed on a visiting list, the inmate will need to mail visiting questionnaires/rules to the person they wish to have visit them. If this person is approved, they may visit with the inmate after he has been classified and is living in another unit.
- Only immediate family members on the inmate's approved visitor list can send money. Money must be sent in the form of a U. S. Postal money order only. It must clearly have the inmate's name and AO number written on it, and the name and address of the sender as well. If an inmate has no family members on his visitors list that can send money, he may send a request to the Security Major to approve one other individual to send money. If this is approved, no family member will be allowed to send money.

RELIGION:

- While at MDIU, there will not be any scheduled religious services. Inmates may request visits by pastoral staff by sending an OSR to the Religious Activity Center (RAC).

LEGAL:

- Inmates may send kites to the Montana State Prison Librarian for legal forms, law books, etc.
- If an inmate has no money on his account and has not received any in the past 30 days, MDIU will provide him with writing materials and postage on a limited basis, to write to his attorney for current active and verifiable legal cases.

COUNT:

- Inmates are not allowed to create loud noises during count and are required to go to their assigned cell for count.
- All movement is restricted until a staff member announces that the count is clear.
- **DO NOT initiate any conversation with staff during any count.**
- Inmates must be visible for all counts and are required to be standing, with the cell light on for the 1800 and 2100 counts. **Violations will result in disciplinary action and may affect your classification/placement.**
- For all counts the officer must be able to see **SKIN AND MOVEMENT.**
- Nothing (blankets, sheets, and towels) will be hung from the upper bunk.

CHAIN OF COMMAND:

The following procedures will be observed when attempting to resolve a problem or answer a question an inmate may have. This is the chain of command and how you will be expected to resolve issues:

- **Correctional Officers:** Can answer most questions and solve most problems an inmate may have: Infirmary problems, undeliverable mail, visits, MSP Policy (Rules), money on inmate account etc. If a Correctional Officer is not able to answer a question he will refer the inmate to the Sergeant.
- **Correctional Sergeant:** The Sergeant in addition to being able to solve most problems, is responsible for cell moves, problems between inmates, minor disciplinary decisions regarding the inmates assigned to the unit, as well as overall security of the unit, and job removal/assignment. The sergeant may refer your issue to another staff member.
- **Case Manager:** The Case Manager is responsible for pre-release applications, parole reports, treatment, classification, minor disciplinary decisions regarding the inmates assigned to the unit. Unit Correctional Officers and Sergeants will also have input and participation in these activities.

- **Unit Manager:** The Unit Manager is responsible for the overall security and operation of the housing unit. This includes supervising all Unit Staff, scheduling, training and evaluation of the Staff. He/she is responsible for all classification decisions, job assignments, pre-release placements, programming, informal resolution, minor disciplinary decisions regarding the inmates assigned to the unit. The Unit Manager is the person responsible for making sure all rules and policies are followed by the inmates, and enforced fairly by the Staff. An inmate will not normally see the Unit Manager for resolving issues unless the inmate has attempted to resolve his problem through an Officer, the Sergeant and/or the Case Manager.
- Inmates who have not been able to resolve their concerns through the chain of command must send a kite to the Unit Manager or be referred by another staff member.

GRIEVANCE:

- Grievances may be filed when an inmate feels that he has not been treated in accordance with policy and procedure.
- The first step in a grievance always must be an informal attempt at resolution. Inmates should first attempt to resolve issues by speaking to the appropriate staff member.
- If this does not resolve the problem, the inmate may then fill out an informal resolution form and send it to the Unit Manager.
- If the inmate is not satisfied with the answer from the Unit Manager, he may then file a formal grievance.

GENERAL:

- No inmate will block or disrupt the closing or opening of a security door. Disciplinary action will be taken.
- During any and all movement the upper cells 1 through 12 will use the stairs by the showers; cells 13 through 25 will use the stairs by cell 22.
- The only items that will be allowed to be passed to another inmate are newspapers and magazines, and they will be passed by staff only, after inspection and at staff discretion. No items will be passed from cell-to-cell, or inmate-to-inmate. Do not ask staff to pass any other items to another inmate. **MAGAZINES AND NEWSPAPERS WILL NOT BE PASSED DURING MASS MOVEMENT SUCH AS MEALS.**
- State issued items, canteen purchases, library books, newspapers, magazines, religious items, legal materials, personal photos and mail will be the only items allowed in the cells.
- Under no circumstances will an inmate refuse a lawful or reasonable order of a staff member, nor will he direct abusive or profane language/gestures to a staff member. Refusal to comply with this directive will result in disciplinary action.
- No tobacco use of any kind is allowed in MDIU or any other part of Montana State Prison.
- At any time an inmate must go to an area outside of MDIU, he will have a staff escort.
- When lockdown is called, all inmates will immediately go into their cells. Any inmate who does not comply with a lockdown order will be issued a major infraction report and be placed in pre-hearing confinement. Disciplinary action will be taken.
- Random pat searches will be done at anytime while at MSP. The inmate is required to stop, turn around, take his hat and coat off, open his hands and place his arms straight out. Any inmate who refuses a shake down will receive a write up and will be placed in pre-hearing confinement.
- No inmate will possess or display any sexual explicit materials.
- Inmates are not allowed to possess more than (15) magazines, newspapers, catalogs, books, etc. combined.

HOW YOU WILL ADDRESS STAFF:

- Inmates will address staff members by their title and last name. If he does not know the title or last name, he may use the title only or may use Mr., Mrs., Miss., Ma'am or Sir, which ever is appropriate. Slang titles or names will not be allowed, such as "cop" & "boss". First names and nicknames will not be used when addressing staff.

Denise Anderson, Unit Manager

March 2010

TREATMENT

GENERAL GUIDELINES

While in MDIU, all inmates will be screened for treatment needs. The screening will consist of an interview with the Treatment Case Manager, a review of the inmate's file, and educational, mental health and chemical dependency testing. In general, inmates are placed on the waiting list for groups based on their parole eligibility date and/or discharge date. If an inmate has a particular court ordered stipulation (parole upon completion, pre-release upon completion, etc.), it will be noted on the treatment request. This will place you at the beginning of the waiting list for that group. At your initial classification meeting, you must sign the Request for Treatment form to be in compliance with treatment recommendations.

ANGER MANAGEMENT:

This is a structured treatment module that has a cognitive/behavioral approach designed to teach you how to recognize anger and deal with it in an appropriate manner. Anger Management may be a component of Cognitive Principles & Restructuring program or CD Treatment and will be completed as you complete that program.

COGNITIVE PRINCIPLES & RESTRUCTURING (CP&R):

CP&R is a structured treatment program designed to challenge irresponsible thinking and help correct it. It can be completed in approximately twelve (12) sessions. It includes exercises for practicing new ways of thinking and teaches how to react differently to situations. It has three phases. Phase I, the initial phase, introduces the participant to the concepts of cognitive restructuring and has assignments that help the person to identify thinking that has the potential to harm themselves or others. Phase II, the intermediate phase, continues with challenging thinking, but also has assignments that include the impact of the participant's criminal behavior on their victims. Phase III, while continuing to challenge criminal thinking also focuses on relapse prevention techniques and victim empathy to assist offenders in leading a noncriminal lifestyle when they return to the community.

PARENTING:

The Parenting Class is taught when an adequate number of inmates request the class. Class numbers will range from 5 to 15 depending on room availability. The class is taught by the education department and consists of three- 2.5 hour sessions. Students must attend all classes and must finish all written assignments. For those who complete the class we will provide a "certificate of completion".

SEX OFFENDER PROGRAM:

The Sex Offender Program consists of three phases. Phase I is a psycho educational phase that is required by statute for anyone convicted and incarcerated for a sexual crime. This phase takes about six months to complete. Phase II is a long-term therapeutic treatment phase during which time the participants learn what thinking they used to allow themselves to act out. They also learn how to control their behavior and what red flags to watch out for, as well as the impact their behavior had on their victims. After completion of Phase II, the participant is required to attend a Phase III Aftercare group until he discharges from the institution.

CHEMICAL DEPENDENCY TREATMENT:

Intensive Treatment Unit (ITU) – This program operates four separate 14 bed treatment pods on the low side compound and is designed to provide a comprehensive ninety (60 - 90) day treatment experience. The ITU provides an open-ended program for individuals in need of a more intensified treatment modality. The ITU provides both primary and relapse prevention chemical dependency treatment and also examines criminal personality issues with each client. Upon admission to the ITU each client is interviewed by his primary counselor to address program expectations, formal assessments, and

review of program assignments. The ITU participants attend scheduled groups, individual counseling, self-help groups, and complete homework assignments on a daily basis. The goal of the program is to assist each participant in identifying his addiction and beginning the process of recovery. A Licensed Addiction Counselor (LAC) with an Associates degree facilitates this group. Cognitive Principles & Restructuring (CP&R) and Anger Management (AM) group requirements can also be satisfied in this treatment setting.

Relapse Prevention Program - Designed for individuals with prior treatment or recovery information and/or experience. Program materials focus on identifying relapse triggers; developing a specific plan to deal with those triggers should they present themselves and the reciprocal nature of addictive relapse and criminal behavior. Group participants receive an internally published workbook and are expected to satisfactorily complete this before finishing the group. Also, active participation regarding selected videos, various group activities, individual counseling, or mentoring sessions as indicated are required. The group lasts about six weeks if conducted twice per week, and 12 weeks if conducted one time per week. A Licensed Addiction Counselor (LAC) with an Associates degree facilitates this group. Cognitive Principles & Restructuring (CP&R) and Anger Management (AM) group requirements can also be satisfied in this treatment setting.

Methamphetamine Specific Program – The Chemical Dependency Department has devised a long-term program to address the special needs and issues related to Methamphetamine abuse or addiction. Early research indicates that although this specific population doesn't necessarily need different treatment, it does however need longer treatment than those suffering from other addictions. For this reason, we developed a program that requires the client to begin treatment in an outpatient Primary Care program for approximately eight weeks. Once this program has been successfully completed the client will then transfer to the Intensive Treatment Unit (ITU) program for an additional eight week program. After this portion is completed, the client will then transfer to a Relapse Prevention program for approximately eight more weeks. All three of these groups will be exclusive to those who suffer primarily from Methamphetamine abuse or addiction. After this six month process is completed, the client will then be enrolled in a Continuing Care program which will assist them in staying focused on recovery related issues. These series of groups are facilitated by a Licensed Addiction Counselor (LAC) with an Associates degree. Cognitive Principles & Restructuring (CP&R) and Anger Management (AM) group requirements can also be satisfied in this treatment setting.

Chemical Dependency Treatment for Sex Offenders – This program is designed for clients who are incarcerated at Montana State Prison for a sexual or sexually related offense who also have a recommendation to complete some level of chemical dependency treatment. Periodically our department conducts a Relapse Prevention group and/or a Primary Care group exclusive for sex offender's which allows them to address their chemical dependency issues and how it possibly contributed to their offending behaviors. This group allows the offender to identify more clearly with their peer group and assists in minimizing the chance of ostracism or ridicule from other inmates due to their sexual offending behaviors. A Licensed Addiction Counselor (LAC) with an Associates degree facilitates this group. Cognitive Principles & Restructuring (CP&R) and Anger Management (AM) group requirements can also be satisfied in this treatment setting.

Medicine Wheel Program – This program is designed to incorporate Native American spiritual and cultural beliefs with chemical dependency treatment principles and concepts. Program materials focus on a culturally relevant model using videos, a workbook and groups with individual sessions as indicated. The group is open to any interested individual and utilizes a different approach in that the workbook used comes from White Bison Inc. and incorporates the Medicine Wheel and the Twelve Step Program. Groups last about six weeks if conducted twice per week, and 12 weeks if conducted once per week. A Licensed Addiction Counselor (LAC) with an Associates degree facilitates this group. Cognitive Principles & Restructuring (CP&R) and Anger Management (AM) group requirements can also be satisfied in this treatment setting.

Primary Care Program - This program is designed for individuals who have little or no prior treatment history or those assessed with a high level of denial about their chemical dependency. The treatment process consists of disease and recovery basics with considerable emphasis on eroding denial. Group work is often associated with the steps of Alcoholic and Narcotics Anonymous. Program materials consist of a workbook selected videos, group activities, and individual counseling as indicated. The group lasts about six weeks if conducted twice per week, and 12 weeks if conducted one time per week. A

Licensed Addiction Counselor (LAC) with an Associates degree facilitates this group. Cognitive Principles & Restructuring (CP&R) and Anger Management (AM) group requirements can also be satisfied in this treatment setting.

Dual Diagnosis Group – This program is designed to meet the needs of those with both an addiction (alcohol, drugs, gambling, etc) and a mental health disorder. These clients benefit from being able to treat both issues simultaneously and to better understand how one may affect the other. The group meets once a week for ninety minutes for about 12-14 weeks. Although this is presently a pilot program and is on a voluntary basis, there appears to be a significant number of inmates who meet the criteria. The group is co-facilitated by a Master’s level therapist from the M.S.P. Mental Health Department and a LAC from the Chemical Dependency Department.

Continuing Care Program – This program is offered to any individual remaining in prison following completion of any of the previously described groups. These groups focus on actual application of the recovery information by using problem solving techniques and skills received in an initial group while supporting the gains made. The goal is to teach the members how to apply recovery principles to everyday living problems both in and out of prison. This group typically meets about two hours per week and is open ended. A Licensed Addiction Counselor (LAC) with an Associates degree facilitates this group.

Program Sponsorship – In addition to the above listed programs, the Chemically Dependency Treatment Department also provides sponsorship and support to several programs within MSP. Staff routinely sponsor and provide guidance for Alcoholics Anonymous (AA) meetings as well as Narcotics Anonymous (NA) meetings. There are several meetings per week and two AA conferences per year with outside guests attending. Staff also sponsor the Addictive Diseases Study Program (ADSP), which is a peer education program conducted by inmates under the guidance of program staff.

MEDICAL

Health Services

Infirmary

Health Service Requests (Kites)

Each housing unit is to have a drop box for inmates to place kites (medical, dental, and mental health) into. Infirmery staff will visit units each night to collect the previous day’s kites. These kites will then be logged into the infirmery and forwarded to the appropriate department/staff member. Kites with symptoms will be assessed by infirmery staff the next day. Staff will either call inmates to the main infirmery or to the HS and LS satellite infirmaries for assessment. Infirmery staff will visit MAX and CIII TL inmates for their assessments. Kites will be addressed following pill pass in MAX and in CIII unless other arrangements are necessary due to unit activity, infirmery volume, emergencies, etc. In the unlikelyhood that an a.m. assessment is impossible, they can be done during afternoon diabetic checks.

Appointments

Once screened by nursing staff, referred patients are scheduled to see providers at the infirmery, with the exception of MAX, where a provider will visit the unit on Monday and Thursday morning to see inmates. If unforeseen appointments are necessary on other days of the week, an escort officer will need to bring the inmate to the main infirmery. For CIII TL inmates, an escort officer will need to bring the inmate to the main infirmery.

Pill Pass

Pill pass will be scheduled from approximately 0600 to 0800 and 1800 to 2000 at the HS and LS satellite clinic. Inmates able to leave their units will be expected to come to the satellites to pick up their unit dose meds and keep on person blister pack medications. Any other times meds are to be issued out to inmates, they will be dispensed from the main infirmery. Pill pass in MAX will follow LS pill pass. The nurse will visit MAX as and dispense meds to inmates in their cell. The nurse assigned to HS will visit CIII following HS pill pass and dispense meds to TL inmates and those mental health inmates unable to leave the unit. These times may be changed due to emergencies, infirmery volume, unit restrictions, etc.

Diabetic checks

Diabetic inmates will be provided the opportunity to check their blood sugars and take insulin if ordered two times a day. At 0615 HS and LS diabetics are to be escorted by officers to the main infirmery for their checks. Afternoon checks are done between 1515 and 1700, rotating between LS and HS units at the main infirmery. For MAX and CIII inmates unable to leave their units, a nurse will visit them around 0500 and 1500 cell to cell to allow inmates to check sugar and take insulin as ordered. If additional blood sugar checks are needed during the day, inmates will need to visit the main infirmery.

Dental

Health Service Requests (Kites)

Each housing unit is to have a drop box for inmates to place kites (medical, dental, and mental health) into. Infirmery staff will visit units each night to collect the previous day’s kites. These kites will then be logged into the infirmery, forwarded to the appropriate department. Dental staff will call up inmates to the main infirmery to be assessed.

Appointments

Once screened by dental staff, referred inmates are scheduled to be seen by the dentist. For MAX and CIII TL inmates they are usually scheduled without an initial screening due to security issues. Inmates unable to leave their units (MAX and CIII) must be escorted by an officer when seen in dental.

Mental Health

Health Service Requests (Kites)

Each housing unit is to have a drop box for inmates to place kites (medical, dental, and mental health) into. Infirmiry staff will visit each unit each night to collect the previous day's kites. These kites will then be logged into the infirmary, forwarded to the appropriate department. Mental Health kites are reviewed and addressed by clinicians who will follow up with the inmates. HS inmates are seen in high support and LS inmates are seen in C unit. For inmates unable to leave their units, Mental Health staff round cell to cell in MAX on Tues and CIII on Mon.

Appointments

If clinical staff feel necessary they will refer to Dr. Schaefer who will see HS inmates in high support on Tues and Wed and LS inmates in the main infirmary on Wed. For those inmates in MAX and CIII, Dr. Schaefer will see them in their units.

Optometrist: You can schedule an appointment by filling out an infirmary request form, and dropping it in the infirmary box.

The state will provide one eye exam every two years upon an inmate's request. When an exam warrants a new prescription, state issued frames will be provided by the state. The infirmary staff does not handle optometrist appointments or eye glasses, new or broken. **Unless there is an emergency, you will not see the optometrist while at MDIU but will be scheduled for an appointment when you move to a unit inside the compound.**

MDIU Diagnostic Process:

Medical and dental screenings are provided at the MDIU medical room. While you are in MDIU, if you are on medication, or need medical attention, ask Unit Officers, the Unit Sergeant, Case Manager or Unit Manager to contact the medical staff. If you need medical care, fill out the infirmary request form and put it in the infirmary box located at the block door. When you leave MDIU, and arrive in your assigned unit, use the same procedure. Check the unit rules for any other information that may apply. If you have an emergency notify any staff member and they will contact the medical staff.

Self Medication:

Take your medication exactly as instructed by the medical staff and as noted on your medication card.

If you have any questions or comments about your medication you are to contact the medical staff by HCR (medical kite). Medication is to be kept in the original package. Each pill is to be removed only when you are ready to take it.

When the medication is finished you are to return the empty card immediately to the infirmary by placing it in the infirmary box. **DO NOT DISCARD!**

If, for any reason, you do not take all the medication in the card, return the card with the unused medication to the infirmary.

Each time you come to the infirmary for an appointment, bring your medication card(s) with you.

You will lose the privilege of handling your own medication if:

- You hold medication card beyond the expiration date.
- You are found with another inmate's medication card or your card is found with another inmate.
- The information on the card is altered in any way.
- Medication is removed from the card and placed elsewhere in your cell, or on your person, etc.
- You do not take the medication as ordered.

If you lose the privilege of handling your own medication, the medication will be set up in single doses by the infirmary. Depending on the circumstances, you may be allowed to handle your own medication again.

It is your responsibility to let the infirmary staff know in writing and in advance if you feel you will need to continue your medication when this prescription is finished. Simply returning your empty blisterpak is not an indication of need for renewal of your prescription

MENTAL HEALTH SERVICES

The mental health department screens all new admissions for psychiatric problems, psychiatric medication issues, and intelligence. Inmates who have problems or needs in these areas are provided appropriate services.

In addition, the mental health department offers a variety of supportive and treatment groups throughout the prison, on MDIU, the low-side, and for Close I and Close II inmates. Prison security needs on the Max and Close III units preclude much treatment involvement for inmates and these inmates are encouraged to kite the mental health department upon their transfer to general population. The mental health staff, however, does monitor and briefly visit with Max and Close III inmates on a weekly basis.

Individual (“one-to-one”) treatment is very limited at the prison but may be available for certain problems, depending on staff availability.

When inmates have mental health needs they are encouraged, after reading the below suggestions, to kite the mental health department being as specific as possible about your mental health problems and needs.

Inmates have the right to refuse services at any time.

It is important to understand that confidentiality (how secret anything you say to the mental health staff remains) at MSP is not as complete as would be at a community mental health center, because the mental health department works with security staff to maximize the safety of all inmates and staff. The information you provide to the mental health staff may be potentially available to other MSP staff, with a need to know the information for treatment, classification, security, or parole purposes. Also, mental health staff is obligated to break confidentiality and report any threat of harm to yourself, threat of harm to others, child abuse, elder abuse, or threat of escape. The information you provide to mental health staff will be written down and kept in locked files. In general, the information will not be released to third parties without your written consent.

ADJUSTING TO PRISON

Coming to prison, even if you have been in prison before, can be difficult. Some people experience the following emotions and symptoms as they adjust to prison:

- Difficulty getting to sleep and staying asleep.
- Dreams and nightmares.
- Excessive worrying, obsessing, or thinking about life.
- Feelings of sadness and regret.
- Feelings of loss.
- Feeling closed in and antsy.
- Brief periods of depression and hopelessness.
- Feelings of anger, resentment, and revenge.
- Fears of how other inmates will treat them.

Most of these emotions and symptoms are normal reactions to being in prison that will go away as you begin to adjust. Generally, they do not require any specific treatment and they should go away in a few weeks. If the symptoms worsen or continue for longer than a few weeks you should request help from your Case Manager. You may be accustomed to managing unpleasant feelings, symptoms, and problems through the use of substances. This is not an appropriate way to manage them.

The following are some simple methods to manage some of the feelings and symptoms related to adjusting to prison:

- Avoid caffeine
- Exercise regularly (**this is as good as psychiatric/psychological treatment according to recent studies**).
- Maintain a regular sleep schedule
- Talk about your feelings with a person you trust
- Read a book
- Write letters
- Keep a journal of your thoughts and feelings

- Pursue your religious scriptures or commentaries.
- Consult with library staff about mental health self-help books that may be available to you.

There are waiting lists for the mental health department offered groups. While waiting to get into requested groups can be frustrating, the extra time that you will have on your hands can be used to great personal advantage, about how you got to prison, and what you need to change in order to avoid further trouble with the law. After all, time to think is one advantage that prison life has to offer. The prison library has self-help materials available, and there are self-help programs, such as AA and chapel services, that are available without waiting lists.

ACADEMIC EDUCATION

The MSP school system provides several programs for students to enhance their educational goals. The Education Department is housed in the High and Low Support Buildings. The primary goal of education programming is to afford inmates meaningful and rehabilitative learning experience through formal programs of educational instruction to become functionally literate. Priority is given for GED students. Most school positions are paid.

The following programs are available to both high and low security inmates:

Basic Literacy/Special Education	Life Skills/Job Skills
Pre-GED	Correspondence
GED	Cell Study
Transitional	

Admission: Contact the Education Department. A 90 day school commitment is required for all students. A TABE score of 9.0 (ninth grade) or higher is required to take any of the five GED tests. The TABE is administered at MDIU on Fridays and is mandatory for all persons that have not taken it in the last year.

Class size is limited, assuring more personalized attention and instruction for each student. The student will get one-on-one help from the instructor to help them work toward their educational goals.

School hours: Two school sessions are offered daily.
 8:00-10:30 – Morning class
 12:50 – 3:30- Afternoon class

LIBRARY SERVICES

The MSP Library provides all inmates access to a comprehensive library service program containing a collection of general and specialized reference materials. Materials are selected on the basis of accuracy and cultural, inspirational and recreational value. The library participates in selected, cooperative interlibrary loan programs.

The MSP Library maintains a selection of books for the Martz Diagnostic & Intake Unit. This selection is supplemented periodically as books wear out.

There is no longer a contract attorney at MSP. The MSP Library provides legal forms and books that may be checked out to assist you in preparing for legal proceedings. You may send a kite directly to the library to request legal materials from the library.

Photocopies are available at the library. Cost is 10 cents per page. You must have a copy card for photocopies. The card is purchased in amounts of two, five or ten dollars by means of a money transfer payable to Account #000012.

Access to the library will depend on the unit you are assigned to. The low side library has a full collection of law books, Federal and State. The high side library has a smaller collection, but the Librarian will, upon written request, bring needed books from the low side for check out.

Books checked out to you are your responsibility. You will be required to pay for books you have lost or destroyed. Do not give your books to someone else to turn in for you. You can receive a severe or major disciplinary report for theft or destruction of library materials.

MDIU Inmates Note: Unless you have a court deadline you should try to postpone litigation until you have moved from MDIU to general population.

RECREATION

Facilities/Recreation Program- The recreation department has facilities on both the high and low sides, which offer both gym and yard. The high side is a higher custody level so there are limitations but the gym and yard are available 6 days a week. The low side is able to attend gym and yard 7 days a week, and are offered many different programs due to their custody level. The work reentry center has changed recently and the recreation staff has been busy putting together programs that will begin in the summer months there as well. Facilities include basketball courts, softball diamonds, horseshoe pits, volleyball, handball courts, running tracks, and weightlifting.

The low side units have day rooms where pool tables, ping pong tables, foosball, and card tables are available. The high side runs gym and yard once a day and the low side runs gym and yard twice a day.

League and tournament play for various events are set up throughout the year. Most units generally have recreation activities and tournaments on a recurring basis, usually in conjunction with holiday weekends. These will vary from unit to unit.

Music Department:

The high side music department offers a band room with the latest music equipment. This room is for serious musicians only. The band room enables inmates to participate as a band during gym periods. There are also four practice rooms, three for guitars and bass playing, and one for drum practice. Lessons on the guitar, bass, and music theory are offered for serious musicians.

The low side music department has a band room with the same stipulations. There are no practice rooms available, however, we do have a large number of guitars that can be checked out and played outside in the yard.

Hobby:

MDIU inmates are not permitted to participate in the hobby program until they are placed in population.

The hobby program is set up to aid inmates in learning constructive ways to use their leisure time. The hobby department will assist you in securing permits for hobbies and hobby supplies. Inmates can only have one hobby permit at a time inside MSP. The Work Reentry Center allows inmates to have two hobby permits. The hobby program is administered in accordance with the Hobby Crafts Program Policy 5.5.4.

The recreation staff will be happy to assist or instruct you in all the above areas of recreation programming.

RELIGIOUS ACTIVITIES AT MONTANA STATE PRISON

The Religious Activities Center (RAC) exists to promote wholeness through faith. The mission of the RAC is to engage inmates at the point of their dysfunction and rebellion through authentic religious experience in order to protect people and property, and provide restoration where possible. In order to achieve this goal, RAC staff facilitates and oversees all religious activities conducted at the RAC and the Work and Re-Entry Center (WRC). While incarcerated, inmates retain the right to practice their faith or religious tradition with some limitations. The parameters in which the RAC accommodates these traditions are defined by MSP policy 5.6.1. This policy defines appropriate religious practice at MSP, and lists approved religious property. Out-of-cell group religious activity is not conducted in Locked Housing Units (Max & CU3) or in MDIU.

Donated primary religious texts (Bible, Koran, Torah, etc.), are available through the Property Office. RAC staff do NOT handle property issues. This includes religious property. Inmates desiring a religious medallion, prayer beads, prayer rug, yarmulke, Native American botanicals, etc., need to purchase these items from Canteen with a Special Purchase Request. The RAC does provide devotional pamphlets and other such reading materials, which are available in the RAC lobby or by request via OSR.

The RAC schedule of activities is posted in each housing unit. These activities range from Native American Sweat Lodge Ceremonies, to Protestant Worship and Catholic Mass, to Buddhist Meditation. These activities are available to all general population inmates, and classified unit workers from MDIU.

RAC staff members facilitate religious programming at MSP, but they are not chaplains. Their role is to ensure that the spiritual needs of the inmate population are met. To do this, they rely upon a pool of approved religious volunteers from a wide variety of faith groups and traditions. These volunteers provide spiritual guidance and lead the various scheduled activities. Additionally, there are Chaplain Service Volunteers who function as faith group representatives. Chaplain Service Volunteers are approved by the Warden, and are endorsed by their faith group organization to provide pastoral ministry (i.e. Catholic priest). If an inmate would like pastoral care, he can request a pastoral visit by sending an OSR to the RAC Coordinator who will then facilitate a meeting with an appropriate volunteer.

RAC services are provided without regard to race, creed, or religious tradition. Everyone is treated with dignity and equity within the constraints of a correctional setting. RAC staff is dedicated to the safety and security of inmates pursuing an authentic religious experience. With this in mind, all inmates are invited to participate in any of the scheduled activities of the RAC.

MONTANA CORRECTIONAL ENTERPRISES (MCE)

MCE MISSION

Montana Correctional Enterprises provides employment and training opportunities to offenders, which enhances public safety, promotes positive change in offender behavior, reintegrates offenders into the community and supports victims of crime.

INTRODUCTION

Montana Correctional Enterprises (MCE) provides inmate jobs, training and education in a variety of real life job situations. MCE is comprised of the following programs: Agriculture (Ranch and Dairy), Industries, Vocational Education, License Plate Factory, Food Factory, Canteen and Business Development/Accounting.

Employment and training opportunities to low side inmates outside of the secure perimeter include:

AGRICULTURE

Ranch

- Range cattle
- Crops
- Fencing
- Feedlot
- Lumber processing
- Land management

- MSP/MCE wild land fire crew

Dairy

- Dairy cattle
- Dairy milking parlor
- Dairy processing
- Lab technician
- Clerical

CANNERY

- Food canning technology (i.e. labeling, embossing, sealing cans, sanitation of food & equipment)

CANTEEN

- Packaging canteen supplies for MSP and MWP

FOOD FACTORY

- cook/chill food operations
- stocking
- Inventory control
- Computer data processing
- Janitorial
- Bakery (scratch baking skills)

BUSINESS DEVELOPMENT/ACCOUNTING

- Customer invoicing
- Accounts receivable
- Program purchasing/payment processing
- Inventory
- Inmate payroll
- Computer generated reports

Employment and training opportunities to low side inmates inside the single fenced perimeter include:

INDUSTRIES

- Furniture
- Upholstery
- Print and sign
- warehouse/shipping
- Packaging biodegradable waste bags
- Sewing

LICENSE PLATE FACTORY

- License plate manufacturing
- Graphic design and digital license plate system operator
- Graphic design artist
- Office clerk

VOCATIONAL EDUCATION

- Automotive technology
- Diesel technology
- Industrial and agricultural equipment technology
- Driver's education
- ASE certification
- Motor vehicle maintenance/on-the-job training
- Welding

Employment and training opportunities to high side inmates include:

VOCATIONAL EDUCATION

- Information processing and technology
- Business skills (i.e., keyboarding, principles of accounting, etc.)
- Laundry

HOW TO APPLY

Once you are in an assigned housing unit, an inmate may send an offender to staff request (OSR) to the work supervisor of the job you are interested in applying for. An application form may or may not be required for employment. An application form **is** required for an industries assignment in lieu of an OSR and can be obtained from your unit manager.

For Vocational Education class enrollment, send an OSR to the MCE Vocational Education Director's office or appropriate instructor and request an application form. Applicants for Vocational Education on the high side may be asked to submit a separate application. Complete the application and return it to the Vocational Education Director. Incomplete Vo-Ed applications may be returned to the student applicant. Your name will be added to a waiting list in the order in which it was received. Vocational Educational classes will be filled at the start of each quarter when space becomes available. You are not automatically enrolled.

YOUR RESPONSIBILITY AS AN MCE WORKER OR STUDENT

Conduct oneself in an appropriate and professional manner at all times. Be responsible for books, computers, tools, supplies, and equipment. Abide by the policies and regulations of MSP, MCE and your unit. Follow all safety rules and use protective equipment when needed.

SUPPORT STAFF AND ALTERNATIVE PROGRAMS

INSTITUTIONAL PAROLE AND PROBATION OFFICER (IPPO):

When the time comes for you to leave this institution, you will most likely do so with the assistance of an IPPO. Whether you are going on parole, a ten day furlough, an alternative placement such as an extended care facility, Pre-release, ISP, or Boot Camp you will need the services of an IPPO. He/she is a liaison between this institution and any community based social or correctional services that you might be involved with subsequent to your departure from this institution. The IPPO is here to facilitate, and expedite your transition to a less restrictive environment. They work very closely with the Board of Pardons and Parole and can be tremendously helpful with regard to you as an individual.

Intensive Supervision Program (ISP):

The State of Montana's Intensive Supervision Program with electronic monitoring is designed to provide supervision to adult offenders who would otherwise be sentenced to prison; parole violators who would have been returned to prison; prison inmates who otherwise would not be granted a parole; and Department of Corrections Commitments to ISP until parole eligibility.

As the program title states, the supervision is well beyond the intensity of traditional probation and parole. You can expect to be held accountable at a much higher level than what traditional probation or parole supervision could provide.

Your supervising ISP officer will work closely with you to help you succeed in this program. If you follow your court order and/or the conditions of the Board of Pardons & Parole and the ISP conditions, you will be successful in completing the ISP program. Following the advice and recommendations of your ISP officer will be the key to a problem-free program.

Pre-Release Program:

There are five pre-release centers in Montana, operated by non-profit corporations contracting with the Department of Corrections. The Centers are located at Missoula, Billings, Butte, Helena, Great Falls and Bozeman. Each Center is a self-contained 6 month program offering the offender room and board, supervision, and counseling, assistance in gaining employment, life skills training and guidance. They offer offenders the opportunity to adjust to the community to which they plan to parole in a gradual, controlled manner.

For many people, pre-release center programs can be a crossroad in their lives. It is an opportunity to find employment, earn money for release, locate a good place to live, and to become seriously involved in counseling opportunities. However, some residents do not adjust satisfactorily to the center programs, in effect, eliminating themselves from the program. These residents are typically still taking risks and playing games. Typically 120 days of clear conduct is needed before requesting a pre release application from unit staff.

Treasure State Correctional Training Center (TSCTC) (Boot Camp):

TSCTC is a military-style correctional program for male adult convicted felons (called Trainees while in the program). It is based on a military format that stresses military tradition, bearing, physical training, and drill and ceremony. Candidates may volunteer to be screened for the intense 90-120 day program that provides treatment and rehabilitation in an intensive, structured and disciplined correctional environment. By volunteering for CTC, trainees agree to comply with the rigid discipline physical fitness requirements, while adhering to the intensive treatment program. They forego privileges afforded them at other correctional facilities.

The community corrections programs provide a stable foundation from which an individual may leave the correctional system prepared to handle his responsibilities in the community. He can obtain work, locate appropriate housing, accrue savings, and more fully develop his social problem-solving skills.

Success or failure in pre-release center programs and in the community is the resident's choice. The programs are difficult and require the resident's full commitment for successful completion. Screening and placement at TSCTC is a time consuming task, and in most cases inmates will not be placed there from MDIU.

RECORDS

The Records Department at Montana State Prison compiles information on each inmate and develops a file that is available for use by Department of Corrections staff. Driver's license, Social Security Card and picture I.D. are stored in a personal property envelope in the inmate file that is compiled by the Records Department. These items are returned to you when you leave Montana State Prison, Crossroads Correctional Center, Glendive Regional Prison and Great Falls Regional Prison.

The Records Department offers the following information hoping to eliminate some of the kites being sent to Records. **Do not request your parole and discharge dates when you are received at MDIU. We cannot calculate your dates until your file is processed. When we process the file, your dates will be calculated and sent to you. This may take three to six weeks.**

Discharge dates for parole violators may be calculated before a revocation hearing is held by the Board of Pardons and Paroles (BOPP). These dates are subject to change based on the disposition from the BOPP and you will be notified of any change.

Jail time is credited per the judgment order. If the judgment orders that you are to receive credit for 15 days, we give you credit for 15 days. If the judgment orders that you are to get credit for the time served or if there is no mention of jail time, you should contact your attorney or the Court and request an Amended Judgment to include the number of days of jail time that you are entitled to receive. Once we receive the certified copy of the Amended Judgment, we will credit the jail time, update your parole and discharge dates and send you a new work card.

Earned good time is not subtracted from the projected date. We must go back to the maximum date without good time, subtract any earned good time, and then project at your current earning rate. Those individuals closest to release are a priority and will be figured first.

GOOD TIME LAWS----AND WHAT THEY MEAN

Crimes committed prior to 4-12-95:

For crimes committed prior to 4-12-95, the individual serves 1/4 (non-dangerous) or 1/2 (dangerous) of their sentence, less good time to parole eligibility. There are situations (one large time sentence) where the individual serves 17 1/2 years flat to parole eligibility. On a life sentence, individuals serve 30 years, less good time to parole eligibility.

Since 4-12-95, all inmates earn day for day good time. Prior to that date, good time was calculated based on custody, on-the-job training and self improvement and individuals could earn up to 30 days per month.

In the event the individual paroled, he earns 30 days good time per month toward the discharge of his parole.

Crimes committed on or after 4-12-95 through 1-29-97:

For crimes committed on or after 4-12-95, the individual serves 1/4 of the sentence to parole eligibility. (This is not reduced by good time). On a life sentence you serve 30 years to parole eligibility.

These individuals earn day for day good time toward discharge. If an individual has a ten (10) year sentence, he would serve 2 1/2 years to parole eligibility, discharge the sentence in approximately five (5) years. Jail time credit is applied per the judgment.

In the event the individual paroled, he earns day for day good time toward the discharge of his parole.

The Supreme Court ruled in the MacPheat Decision that you can earn good time on pre-sentence jail time. If you have the ability to earn good time, the good time on jail time is automatically calculated when your dates are calculated on the spreadsheet. This applies only to crimes committed prior to 1-30-97.

Crimes committed 10-1-81 or after do not earn good time on probation or parole. Effective 7-1-91, you earn 30 days per month on parole.

Individuals with crimes committed prior to 1-30-97 continue to earn good time as stated above. The new law does not stop your ability to earn good time on these sentences.

Crimes Committed on or after 1-30-97:

For crimes committed on or after 1-30-97, the individual serves 1/4 of the sentence to parole eligibility. (This is not reduced by good time.) On a life sentence you serve 30 years to parole eligibility.

These individuals do not earn good time toward their discharge date. If an individual has a ten (10) year sentence, he would serve 2 1/2 years to parole eligibility. If he paroled after 2 1/2 years, he would owe 7 1/2 years on parole. **These individuals**

do not earn good time on parole. In the event he does not parole, he would discharge the sentence at the end of ten (10) years.

DUI, 4th Offense --- Crimes Committed on or after 5-2-97:

2-Tier Sentencing:

Six (6) months to 13 months incarceration followed by one (1) to four (4) years probation.

INELIGIBLE FOR PAROLE

These individuals do not earn good time toward their discharge date.

DUI, 4th Offense --- Crimes committed on or after 1-30-97 through 5-1-97:

Sentenced under the new law: **INELIGIBLE FOR PAROLE**

These individuals do not earn good time toward their discharge date.

DUI, 4th Offense --- Crimes committed on or after 4-12-95 through 1-29-97:

Sentenced under the new law: **INELIGIBLE FOR PAROLE**

These individuals can earn good time toward their discharge date.

In the event the probation is revoked the individual would be eligible for parole in 1/4 of the term, unless the Judge orders otherwise.

Violations (Severe Offenses) committed 4-12-95 or after, that result in a loss of good time through the disciplinary process: the loss of good time is served day for day after the discharge date is projected. The loss is not reduced by good time as it was previously. If they lose 30 days of good time, they serve 30 days.

Violations (Severe Offenses) committed 11-15-01 or after, that result in a loss of good time through the disciplinary process --- the loss of good time is added back into the sentence and the discharge date is then projected, thus earning good time on the loss of good time.

Granting of parole - 46-23-201 MCA

Good time allowance - 53-30-105 MCA

Forfeiture and restoration of good time is covered in the DOC Good Time Policy 1.5.1.

Inmates closest to release are a priority. When dates are recalculated, a work card will be sent advising you of the new dates.

Janet Cox, Records Manager 5-19-09

ACCOUNTING

Incoming funds are usually posted on the computer the day after they come in. Funds received Friday are posted on Monday. If funds are not transferred with the inmate it may take 2-4 weeks for the funds to arrive at MSP.

Outgoing checks are processed as they are received except during the week of inmate payroll entry.

Inmate payroll is entered the 1st Tuesday through Friday of each month.

Inmates who are indigent may send a request to the respective unit manager for indigent supplies. To be eligible for indigent supplies, the inmate must be classified and in a unit and have not received, spent or have on the books \$20.00 or more for the previous month. An inmate also cannot earn more than \$5.00 in pay to be on indigent status.

Money transfers must be signed by an approved staff member. If you want your stub back, fill it out! Include your unit location and room number. **Your writing must be legible.**

Postage charges are deducted daily. Xerox charges and medical co-pay are deducted as they are received.

Individual statements for inmate accounts are sent monthly to the units. Keep these statements, and continue to add and subtract monthly transactions so that your balance is up to date at all times.

Some inmates would like non-family members to send them money if they do not have family members that can do this. Your request for permanent approval of a non-family member to send you money is to be submitted to the Security Major. For a person to be approved the following conditions must be met:

- The person has been approved as a regular visitor.
- Your account shows that you don't receive money from immediate family members.

Deductions made from an inmate's account are District Court Fees, Crime Victims Fund, Restitution and Child Support. The procedure is as follows:

- First, we must have a copy of the sentencing order or judgment requiring us to deduct the amount from the inmate's account. The judgment or sentencing order tells how much is to be deducted. The amounts vary from 20% for District Court Fees, one-third to one-half for Crime Victim Fund, Restitution varies and Child Support is from 50% to 55%.
- The inmate's account balance is looked at to determine amount to be paid. Payment amounts are calculated on the previous month's deposits or income.
- The balances in the holding accounts are sent once a month to the various courts.

Please be advised - Nothing is deducted from an inmate's account without a copy of the judgment or sentencing order.

Deductions are not the same time every month.

COMMISSARY

The purpose and function of the Commissary is to provide a variety of items for sale to the entire inmate population.

Commissary purchases are made by using the inmate Commissary Order Form. Commissary schedules are posted in all housing units and living quarters. Periodically, commissary lists are updated.

CANTEEN INSTRUCTIONS

PLEASE FOLLOW THESE INSTRUCTIONS FOR FILLING OUT CANTEEN ORDER FORMS:

- 1. ALL SLIPS ARE TO BE FILLED OUT WITH YOUR FULL NAME AND DOC ID NUMBER OR THEY WILL BE RETURNED.**
- 2. BE SURE THAT YOU HAVE SUFFICIENT FUNDS TO COVER YOUR ORDER.**
- 3. ALWAYS DOUBLE CHECK THE ITEM NUMBERS AND QUANTITIES ORDERED. IF YOU EXCEED THE QUANTITY ALLOWED ON ANY ITEM, YOU WILL NOT GET ANYTHING AS YOUR ORDER WILL BE CANCELLED AND YOU WILL HAVE TO WAIT UNTILL THE FOLLOWING WEEK TO REORDER.**
- 4. ALL ORDERS SHOULD BE FILLED OUT USING PEN AS THE SCANNER MAY NOT READ PENCIL. IF YOU DO NOT HAVE A PEN MAKE SURE THAT YOU DARKEN THE MARKS AS MUCH AS POSSIBLE WITH THE PENCIL SO THE SCANNER CAN READ IT!!!**

5. **FILL IN THE CIRCLES COMPLETELY WITHOUT GOING OUTSIDE OF THE LINES. IF YOU MAKE A MISTAKE COMPLETELY BLACK OUT THAT ENTIRE SQUARE SO THE SCANNER WILL NOT PICK UP ANY MARKS FOR THAT ITEM.**
6. **DO NOT FILL OUT MORE THAN ONE ORDER PER WEEK AS THE ORDERS WILL BE COUNTED AS ONE AND ORDERING MORE THAN WHAT IS ALLOWED WILL CANCEL OUT YOUR ORDER.**
7. **IF YOU HAVE A 5 DIGIT AO DO NOT USE THE AO JUST USE THE FIVE NUMBERS OF YOUR AO. USE ALL 7 NUMBERS IF YOU HAVE A 7 DIGIT AO.**
8. **WHEN YOU RECEIVE YOUR CANTEEN ORDER, YOU MUST ACCOUNT FOR EVERY ITEM BEFORE YOU SIGN YOUR ORDER RECEIPT. IF THERE IS AN ERROR, DO NOT SIGN THE RECEIPT UNTILL YOU HAVE AN OFFICER SIGN OFF ON THE INCORRECT ITEM. THE CANTEEN WILL LOOK AT MISTAKES AND IF IT IS FOUND TO BE AN ERROR ON THE CANTEENS PART WE WILL REMEDY THE PROBLEM. IF YOU TAKE THE ORDER TO YOUR CELL AND FIND THAT THERE IS AN ERROR, IT WILL NOT BE CORRECTED AS THERE WILL NO LONGER BE A WAY TO VERIFY THAT YOU RECEIVED IT THAT WAY.**

APPLYING FOR INDIGENT STATUS

All inmates have a responsibility to provide for their own personal hygiene as well as their legal materials. In those situations where the inmate cannot provide for those needs, the prison will assist. MDIU inmates do not qualify for indigent status, however will be given basic hygiene materials upon admission to the unit. This issue will be expected to last at least for 30 days. At that time, if you need additional hygiene items, fill out an Offender Request to Staff Member form to request additional hygiene items. Send this form to the MDIU Admissions Manager.

TRANSFERS TO REGIONAL AND PRIVATE FACILITIES

During your stay here at M.S.P., it is possible that you will someday be told that you are being transferred to another facility. **All inmates are subject to screening for transfer.** The State of Montana has contracted with regional and private facilities to house inmates as our population grows beyond the capabilities at M.S.P. When and if this time should come, you are required to follow the orders given by the staff members telling you to get ready. They will give you a form telling you what you are allowed to take to the new facility and how to handle what you are not allowed to take. Anything that must be shipped home needs to have a mailing address: **P.O. BOX NUMBERS ARE NOT ACCEPTABLE and if you put one down, the items will not be shipped and may be DESTROYED!** You will be allowed to notify family or friends of your transfer after you are processed in at the new facility. Failure to pack your property, or refusal to comply in any way with being transferred, will result in disciplinary action. You will be moved anyway and your property may be considered contraband and disposed of accordingly! It does you no good to refuse to move. If you should need help with any unfinished business at M.S.P. you may write a kite to the Contract Placement Bureau from your new facility. If you would like to request a transfer to one of the regional or private facilities, please send a kite to the Contract Placement Bureau, stating your desire to transfer and to which facility you are requesting. This kite must be signed by a unit staff member. The Contract Placement Bureau will then screen your file to see if you meet the criteria for that facility. If you do, it may be possible you will be transferred there, **but remember it takes time for all of this to happen and nothing is guaranteed.**

CLASSIFICATION

The **Initial Custody Assessment** establishes an inmate's recommended custody rating upon his/her entry into the Montana Department of Corrections (MDOC). This custody rating is based upon the classification specialist's assessment of nine items that are scored on a numerical scale. These nine areas are rated as follows: over the past three years, the items are: (1) most serious current conviction, detainer or warrant (2) the severity of past institutional misconduct (3) escape history. The next area is rated over the past 7 years: (4) severity of felony convictions during 7 years prior to incarceration. (5) The number of rule violations that indicate predatory/assaultive behavior over the past 3 years. These first five items are the risk assessment and are used to determine your placement while at MSP. (6) The number of felony convictions during 3 years prior to incarceration, (7) length of sentence, (8) formal violations while on parole/probation during the past 3 years, (9) age at your first felony conviction. These items have been found to be associated with future institutional conduct and, thus, help to identify the types of risk likely to be presented by the inmate. When considered together, the items also help to determine the extent of risk likely to be presented by the inmate. The custody rating recommendation derived from these items is used

in combination with the inmate needs assessment, when making decisions relating to the inmate's housing assignment, program needs, and supervision requirements. The custody rating recommendation may be altered due to management considerations that warrant special attention or intervention by staff. The Initial Classification Instrument will be completed before an inmate is moved from the orientation/reception housing area.

The **Custody Reassessment Form** is used to update and review an inmate's previous custody assessment. A custody reassessment does not necessarily result in a change of custody rating or housing assignment. It primarily functions to monitor the inmate's adjustment and bring attention to problems that may have arisen. Custody Reassessment is similar to the initial custody assessment, but places greater emphasis on recent institutional conduct to reflect the inmate's actual behavior while confined. It is important that the inmates with long lengths of stay have the opportunity for reduced custody levels based on compliance with institution requirements. The reassessment instrument should be completed:

- Every 30 days if the inmate is currently assigned to Maximum Security, Administrative Segregation, or Restricted Administrative Segregation housing.
- Every 6 months, if the inmate is currently assigned to Minimum, Medium, or Close custody housing.
- Within 72 hours of the receipt of new information potentially affecting the inmate's management: (e.g. detainer, conviction on new charge); or within 72 hours prior to an inmate leaving disciplinary segregation and returning to general population.

The Custody Reassessment Form is based upon the classification specialist's assessment of nine items that are scored on a numerical scale. Items 1,2,3,4 & 5 are the same as those used for the Initial Classification Instrument. Items 6, 7, & 8 look at the past six months, and are as follows: (6) number of disciplinary violations, (7) performance in recommended treatment programs (8) institutional adjustment, and (9) the length of sentence remaining to be served.

DECISIONS AND APPEALS

The Unit Classification Committee will notify the inmate of the classification decision at the time of the hearing. The inmate will receive a copy of the classification instrument after it has been processed. If the inmate wishes to appeal the classification decision, he/she will need to notify the Unit Classification Committee. The Classification Committee will give the inmate an appeal form at this time.

The inmate may file a written appeal of the classification action to the Unit Manager within 10 days of receipt of the decision. The Unit Manager will have the following options:

- Affirm the decision
- Overturn the decision
- Reschedule a new classification hearing

The Unit Manager's decision is the final step if there hasn't been a scale override.

The inmate may appeal directly to the Classification Manager if there is a scale override, although the inmate is encouraged to appeal first to the Unit Manager.

- This appeal must be filed within five working days following the results given in writing to the inmate. The appeal must be sent to the Classification Manager; however, the classification decision is imposed prior to the Classification Manager's decision concerning the appeal.

The Classification Manager's decision is the final step in the appeal process on a scale override.

Reference Policies:

MSP 4.2.1 Inmate Classification Procedures

MSP 4.2.200 Special Management of Atypical Inmates
MSP 4.2.202 Inmate Separation Needs
MSP 3.4.100 Pre Hearing Confinement

FOOD SERVICE

Most meals served at MSP are provided by the Montana Correctional Enterprises Food Factory. The Food Factory also prepares meals for numerous other facilities in Montana. The mission of the MSP Food Service is to “procure, produce and serve safe and cost effective foods of the highest possible quality that are also well accepted, and reasonably easy to prepare,” and we take that idea very seriously, because we know that you rely on us to make wise decisions in preparing a menu that will help you on your path toward reentering society.

Montana Department of Corrections policy also mandates that the MSP menu offer health-promoting foods that satisfy established acceptable nutritional intake ranges as detailed by the *USDA's Food and Nutrition Board*, the *Institute of Medicine*, and the *National Academies of Science* in their *Dietary Reference Intake (DRI)* values. In fact the menu often includes more foods than most people require, so please remember that to achieve a healthy lifestyle you must choose your foods and serving sizes wisely from what is offered. This is especially true concerning any self-serve foods that are available to you.

You will be informed by your unit as to meal times. In each dining room, you are allowed 15 minutes for breakfast and 20 minutes for lunch and dinner. You must be fully clothed in regulation MSP clothing. You are permitted to go through the serving line only one time per meal. All serving line items are portion controlled. Do not ask for extra. The beverage line and salad bar is self-serve. Feel free to take as much as you will eat during your allotted meal time, but please eat everything that you take. Do not remove food from the Food Service buildings or pass food to other inmates. It could result in a your receiving a disciplinary infraction. Each inmate is responsible for depositing his tray, bowls, cups and eating utensils into the dishwasher room window. Please report dangerous food and beverage spills, and all other note-worthy dining room hazards, to a Food Service Supervisor or to a Dining Room Officer.

Special privilege diets are not recognized without proper authorization. All therapeutic diets are ordered by authorized medical staff. Required religious-based diets must be approved by the Religious Activities Director. Lacto-ovo vegetarian meals (include dairy products and eggs but exclude all meat, fish, and poultry) are available for inmates who are true, practicing vegetarians and who have prior approval from the Registered Dietitian. A special diet card is issued to each inmate who has been given the privilege of selecting a special vegetarian, religious, or therapeutic diet. This card must be presented to the Food Service Supervisor at each meal time before special alternative foods will be made available. Normally, each inmate who eats in the High or Low Security Dining Hall is allowed to select one or more servings of fresh fruit as an alternative to any other menu item. Those inmates who eat meals in cell may also be approved for these types of special meals with no diet card being required.

Once placed inside MSP, you may submit a written request for employment in Food Service / Food Factory. You must achieve the appropriate security clearance to work in these operations. Food Service employs as many as 100 inmates who work in the High Security Kitchen, the Low Security Kitchen, and the Industries Diner. Address employment requests for each of these locations to the Food Service Director. The Food Factory employs an additional 20 to 30 inmates, and you may request these jobs by writing to the Food Factory Director.

HOW YOU CAN COMMUNICATE

There are several ways you may communicate with the staff, relatives and others.

Telephone Calls: Each unit has public phones. Only collect calls can be made on these phones. All calls, with the exception of those to your attorney, will be monitored. See your unit rules for duration and/or frequency of calls.

Emergency long distance calls: Emergency calls must be cleared through your Unit Manager or his/her designee. Medical emergencies and situations where life and property are at serious risk are emergency phone calls and you may be asked to provide specific information in regards to your request. MDIU staff will call and confirm an emergency exists prior to providing a phone call for offenders.

Offender Request to Staff (OSR or Kite): If you need to communicate with a staff member or any department at the

prison, send a written Offender Request to Staff (OSR or kite) to that department. When sending an OSR offenders need to state specific issues when sending OSR's to staff. Forms are available in all housing units.

PROOF OF COMMON LAW MARRIAGE

Montana State Law regarding common law marriage:

In Montana, a man and a woman who have not gone through a formal marriage ceremony may enter into a legally binding common law marriage.

For a common law marriage to be recognized by law in the State of Montana, these four requirements must be met:

1. Competency: this means that the man and the woman both must legally have the mental ability and capacity to consent to the marriage.
NOTE: The man and woman must NOT already be married to someone else, and both must be old enough to marry before they can enter into a valid common law marriage.
2. Consent: this means the man and the woman both agree to enter into a marriage relationship.
NOTE: A common law marriage is NOT created simply because a man and a woman live together and act as if they were married. The man and the woman both must PLAN to enter into marriage.
3. Cohabitation: This means the man and the woman have lived together for a significant period of time.
NOTE: Merely living together and having children together does NOT mean a common law marriage exists. There must be proof the man and woman represent themselves as husband and wife.
4. Reputation: This means the man and the woman both present themselves as a married husband and wife to relatives, friends, neighbors, co-workers, and to the public.
NOTE: Owning property such as a house or car jointly with another person is NOT proof they are representing themselves as married unless the deed, title, or other proof of

ownership indicates they own the property as husband and wife.

Montana State Prison accepts the following for proving common law marriage:

1. Health/life insurance forms listing each other as spouse
2. Tax returns listing each other as spouse
3. Certified birth certificate listing each other as parents