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July 5, 2018

TO: LJIC Members
FROM: Rachel Weiss, Research Analyst
RE: SJ 25 study: updated locked housing procedure for the MSP

In January, you received a copy of a procedure used at the Montana State Prison (MSP) to outline how locked housing units at the prison are operated. That procedure was a September 2013 version. Attached to this memo is an updated procedure from March 2018. This procedure includes revised definitions, and the final page of the document outlines the incentive level privileges available to an inmate in locked housing. The creation and use of the incentive levels was discussed by department and prison staff during the January 2018 committee meeting.

I do not plan to update the January paper that described the various Department of Corrections' policies and prison procedures that relate to locked housing units. But I did want to make sure you had the most recent version of the procedure, especially given that it outlines the incentive levels.

If you have questions, please contact me. I'm happy to provide additional information. I can be reached at rweiss@mt.gov and 406-444-5367.