

## Memorandum of Understanding

Boyd Andrew Community Services DBA the Elkhorn Treatment Center and the Helena Pre-Release Center and Community Corrections Counseling Services (CCCS) enter into this Memorandum of Understanding (MOU). The parties' names, addresses, and telephone numbers are as follows:

Elkhorn Treatment Center 1 Riverside Road PO Box 448 Helena, MT 59632	Helena Pre-Release Center 805 Colleen Street Helena, MT 59601	CCCS 471 E Mercury St. Butte, MT 59701
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The Prison Rape Elimination Act of 2003 requires The Elkhorn Treatment Center (ETC) and Helena Pre-Release Center (HPRC) to be in compliance with Federal PREA standards. Standard 115.251 (resident reporting) requires ETC and HPRC to provide residents with a minimum of one way to report sexual abuse or harassment to a public or private entity that is not part of ETC or HPRC.

Therefore, in the event a resident(s) is sexually abused, ETC and HPRC have entered into this MOU for residents to report to an outside agency.

1. Scope of Assistance

a. CCCS will:

- i. Designate a staff person to take PREA reports from ETC/HRPC by telephone or mail.
- ii. Provide a telephone number (406) 491-0245 and mailing address 471 E Mercury St. Butte, MT 59701 that residents can submit reports to. This telephone number and mailing address will be posted throughout ETC and HPRC.
- iii. Immediately upon receiving a report contact Shawn Frederick at 406-202-9177.
- iv. If a verbal report is made by a resident, the staff person receiving the report will make a written report which will be emailed to Shawn Frederick at [cm14@boydandrew.com](mailto:cm14@boydandrew.com).
- v. Keep all reports confidential.

2. ETC and HPRC will:

- i. Designate a staff person to take PREA reports from ETC/HRPC by telephone or mail.

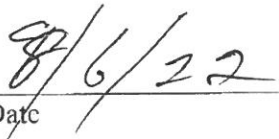
- ii. Provide a telephone number (406) 202-6377 and mailing address ETC: PO Box 448 Boulder, MT 59632, HPRC: HPRC: 805 Colleen Street Helena, MT 59601 that residents can submit reports to. This telephone number and mailing address will be posted throughout facilities operated by CCCS.
- iii. Immediately upon receiving a report contact Marwan Saba at 406-491-0245.
- iv. If a verbal report is made by a resident, the staff person receiving the report will make a written report which will be emailed to Marwan Saba at [msaba@cccscorp.com](mailto:msaba@cccscorp.com)
- v. Keep all reports confidential.

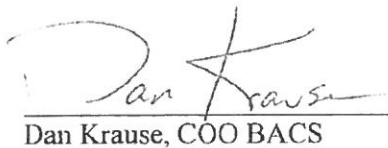
3. Time Frame

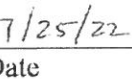
- a. CCCS/Butte Pre-Release and ETC/HPRC are available to mutually assist each other's agency/residents twenty-four (24) hours per day, seven (7) days per week.
- b. The MOU is effective for a period of one (1) year, unless one party should wish to terminate the agreement with a thirty (30) day written notice.

We, the below listed administrators, agree to the terms and conditions of this Memorandum of Understanding (MOU). Any modification to the MOU must be in writing and be signed by the below listed administrators.

  
\_\_\_\_\_  
Mike Thatcher, CEO CCCS

  
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Date

  
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Dan Krause, COO BACS

  
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Date