



**PROBATION AND PAROLE BUREAU
STANDARD OPERATING PROCEDURES**

Procedure No.: P&P 110-1	Subject: FINAL DISCHARGE FROM DEFERRED IMPOSITION OF SENTENCES
Reference: 46-18-204, MCA	Page 1 of 2
Effective Date: 06/01/00	Revision Dates: 09/14/01; 06/17/02; 08/06/09
Signature / Title: /s/ Ron Alsbury	

I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established final discharge procedures for the termination of sentences for probationers with a deferred imposition of sentence.

II. DEFINITIONS:

None.

III. PROCEDURES:

RESPONSIBILITY:

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| <ol style="list-style-type: none"> 1. Upon successful completion of terms of probation and termination of sentence, the probationer petitions the court for dismissal of charges through the Probation & Parole (P&P) Office. 2. The supervising P&P Officer (Officer) prepares <i>P&P 110-1(A) Petition for Dismissal of Charges</i>. 3. The probationer signs and returns <i>Petition</i> to Officer for recommendation and signature. 4. Officer notifies any victims who have registered with the Department for notification of offender status. 5. The <i>Petition</i> is presented to the court for action. 6. After court takes action for dismissal, Officer completes OMIS entries: <ol style="list-style-type: none"> a. Termination Assessment b. Correctional Status (released – sentence expired) c. Location (end date) d. Officer (end date) 7. Officer distributes <i>Petition</i> received back from Clerk of Court as follows: <ol style="list-style-type: none"> a. To the probationer b. Copy to Data Processor Technicians at Adult Community Corrections Division, Central Office c. Copy to file | <p>Offender</p> <p>P&P Officer</p> <p>Offender
P&P Officer</p> <p>P&P Officer</p> <p>P&P Officer</p> <p>P&P Officer</p> <p>P&P Officer</p> |
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8. Probationer completes section II of *P&P 60-1(B) Firearm Regulations Form* and is given a copy, with the original placed in offender's file. Offender
P&P Officer

IV. CLOSING:

Questions concerning this procedure shall be directed to the immediate supervisor or the Regional Administrator.

Forms

- P&P 110-1(A) Petition for Dismissal of Charges
P&P 60-1(B) Firearm Regulations Form