



**PROBATION AND PAROLE BUREAU
STANDARD OPERATING PROCEDURES**

Procedure No.: P&P 20-10	Subject: STAFF AND OFFENDER COMMUNICATIONS
Chapter 20: PERSONNEL	Page 1 of 2
Signature: /s/ Ron Alsbury	Revision Date: 06/17/02; 03/14/03; 03/01/05
	Effective Date: 09/20/01

I. BUREAU DIRECTIVE:

Probation and Parole Bureau employees will follow established procedures that:

1. Maximize the ability of managers to communicate with their staff;
2. Ensure staff at all levels effectively conveys the rules, regulations and procedures of the Bureau to the offenders; and
3. Allow offenders to convey to staff their concerns, except where that may be inappropriate.

II. AUTHORITY:

2-15-112, MCA

Duties and Powers of Department Heads

53-1-203, MCA.

Powers and Duties of Department of Corrections

~~DOC 1.1.6~~

Department Communications with Staff & Offenders

DOC 1.3.12

Staff Conduct With Offenders

M.O.M., Volume III, 3-0100.

Personnel Administration

III. DEFINITIONS:

None

IV. PROCEDURES:

A. Standard Operating Procedure Changes

Changes in DOC policies or Probation & Parole Standard Operating Procedures will be communicated in writing to staff prior to the effective date of the change. It is the responsibility of the affected staff to read and understand the information provided. In the case of major procedure changes, employees will be required to provide signatures indicating awareness of the new information. Refer to P&P 10-3 Procedure Management System. Those signatures will be kept on file at the training bureau.

New or transferred staff and staff returning from leave will be informed of changes pertaining to their assigned duties, as determined by their Supervisor.

B. Staff Visibility

A high priority of the Bureau will be the availability of management and supervisory personnel to communicate with staff and offenders.

C. Meetings

To further enhance the communication process, administrative and supervisory staff will conduct regular meetings with personnel under their direct supervision. An agenda should be distributed prior to the meeting and minutes of the meeting should be distributed to all attendees.

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D. Communication with Offenders

To further aid communication with offenders, staff may hold meetings and use other personal contact methods to supplement bulletin boards and other commonly used communications methods.

E. Gifts from Offenders

Staff are not allowed to receive any gifts from an offender, their family members or any one associated with the offender.

V. CLOSING: Questions concerning this procedure shall be directed to the Probation and Parole Bureau Chief or Regional Administrator.