



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

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| Procedure No.: P&P 20-7 | Subject: REVIEW OF DESIGNATED STANDARD OPERATING PROCEDURES |
| Reference: P&P 10-3; DOC 1.4.1; 46-23-1004, MCA | Page 1 of 2 |
| Effective Date: 06/01/00 | Revision Dates: 01/25/02; 06/17/02; 03/14/03; 03/06/04; 06/22/12 |
| Signature / Title: /s/ Ron Alsbury, Probation & Parole Bureau Chief | |

I. BUREAU DIRECTIVE:

The Probation & Parole Bureau will optimize risk management and job performance and provide on-going Officer training by reviewing designated Bureau procedures and Department of Corrections' policies.

II. DEFINITIONS:

Department – The Montana Department of Corrections.

Probation & Parole Bureau (Bureau) – Adult probation and parole services, including the Intensive Supervision Program and Institutional Probation & Parole Officers.

Standard Operating Procedure – An internal Bureau document written in compliance with Department policies, Montana statutes, Administrative Rules of Montana, standards, court rulings, or other governing entities, which provides direction on implementing a policy, required action or program.

III. PROCEDURES:

With the assistance of the Probation & Parole (P&P) Professional Development Training Manager, the Regional Administrator (RA) or designee will ensure P&P Officers attend training and procedure/policy reviews that address the following P&P Standard Operating Procedures and Department policies.

A. The following will be reviewed on a semi-annual basis:

- DOC 1.3.14 Prison Rape Elimination Act of 2003 (PREA)*
- P&P 200-1RD Use of Force and Restraints (during firearms re-qualification)*
- P&P 200-2RD Firearms (during firearms re-qualification)*

B. The following will be reviewed on an annual basis. These reviews can be conducted as in-service training by the RA or designee and/or can be done independently by P&P Officers.

- P&P 10-4 Victim Rights and Notification*
- P&P 60-2 Supervision Strategies and Compliance Monitoring*
- P&P 60-3 Conditional Discharge from Supervision/Early Termination of Deferred and Suspended Sentences*

- P&P 60-4 Searches of Offender's Person, Vehicle, Residence/Confiscation of Offender's*

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| | <i>Property</i> |
| <i>P&P 60-7</i> | <i>Restitution, Fees and Fines</i> |
| <i>P&P 80-1</i> | <i>Travel Permits/In-State & Out-of-State</i> |
| <i>P&P 90-2</i> | <i>Incident Reporting</i> |
| <i>P&P 100-2</i> | <i>Warrants to Arrest Parolees, Conditional Release Offenders or DOC Inmates on ISP or in Community Corrections Programs</i> |
| <i>P&P 100-4RD</i> | <i>Transportation of Arrested Offenders</i> |
| <i>P&P 120-1</i> | <i>Parole Placement Investigation Procedures</i> |
| <i>P&P 130-1</i> | <i>Interstate Commission Transfers</i> |
| <i>P&P 130-2</i> | <i>Report of Violation for Montana Offenders Supervised in Other State</i> |
| <i>P&P 130-3</i> | <i>Report of Violation for Out-of-State Offenders Supervised in Montana</i> |
| <i>P&P 130-4</i> | <i>Offenders Seeking Montana Placement</i> |
| <i>P&P 130-5</i> | <i>Interstate Commission Reports and Correspondence</i> |
| <i>P&P 130-6</i> | <i>Interstate Commission Closure Notice</i> |
| <i>P&P 140-1</i> | <i>Adult Offender Discipline and Disciplinary Hearings</i> |
| <i>P&P 140-2</i> | <i>Preliminary (On Site) Hearings</i> |
| <i>P&P 140-5</i> | <i>Intervention Hearings</i> |
| <i>P&P 150-7</i> | <i>Employer Notification</i> |
| <i>P&P 160-1</i> | <i>Standardized Offender Urinalysis Testing</i> |
| <i>P&P 230-1</i> | <i>Infectious Diseases</i> |

- C. P&P Officers will complete *P&P 20-7(A) Policy/Procedure/Form Review* and forward to their supervisor. The supervisor will sign and forward to the Department's Professional Development Bureau for inclusion in the Officer's training file.
- D. Pursuant to *P&P 10-3 Procedure Management System*, P&P Officers may provide written review comments or recommendations regarding any needed procedure revisions using *P&P 10-3(B) Policy/Procedure/Form Comment* form.

IV. CLOSING:

Questions concerning this procedure shall be directed to the Bureau Chief, Regional Administrator or designee.

Forms

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| P&P 20-7 (A) | Policy/Procedure/Form Review for P&P 20-7 |
| P&P 10-3 (B) | Policy/Procedure/Form Comment |