



**PROBATION AND PAROLE BUREAU
STANDARD OPERATING PROCEDURES**

Procedure No.: P&P 10-3	Subject: PROCEDURE MANAGEMENT SYSTEM
Reference: DOC 1.1.2 ; DOC 1.1.3 2-6-102, MCA ; 2-15-112, MCA ; 53-1-203, MCA ;	Page 1 of 4
Effective Date: 06/01/00	Revision Dates: 05/11/01; 6/17/02; 01/13/03; 03/14/03; 10/06/08; 04/25/11
Signature / Title: /s/ Ron Alsbury	

I. BUREAU DIRECTIVE:

The Probation & Parole Bureau shall provide staff with guidance through access to comprehensive standard operating procedures. Unrestricted procedures will be made available for public review to ensure the public understands the objectives and limitations of the Bureau’s programs and services.

II. DEFINITIONS:

Effective Date – The original date of implementation. A revision date supersedes the original effective date.

Management – Adult Community Corrections Division (ACCD) employees with management or supervisory responsibilities and duties including, but not limited to, the ACCD Administrator, Probation & Parole Bureau Chief, Regional Administrators, and Probation & Parole Officer IIs.

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

Policy – For the purposes of this procedure a Department of Corrections (Department), Montana Operations Manual or other state agency policy.

Procedure Manual – An electronic or hard copy manual containing the standard operating procedures which direct the operations of the Bureau.

Revision Date – The date a policy/procedure was officially revised. The revision date indicates the effective date of changes in policy/procedure and supersedes all previous versions.

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:

A. Probation & Parole (P&P) Procedure Manual

The P&P Bureau Chief (Bureau Chief) will maintain a paper copy of the Bureau’s procedure manual. These procedures specifically address all operational aspects of the Bureau and how they are implemented. All procedures will be made available electronically to employees on the Department of Corrections’ intranet website and all unrestricted procedures will be available to the public on the Department’s website (see Section H on Restricted Procedures).

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P&P Offices that do not maintain hard copy manuals will make the Department's website available to the public and allow for review of unrestricted procedures as requested.

If a section of any procedure is found to be in conflict with Department of Corrections (Department) policies, Montana statutes, Administrative Rules or union contract, that portion of the procedure shall be considered null and void. The remainder of the affected procedure shall be considered valid.

B. Annual Procedure Review

The Bureau Chief shall be responsible for ensuring annual reviews of procedures are completed in compliance with Department policy. Procedures may be reviewed as needed by Regional Administrators (RA) and other staff at the direction of the Bureau Chief or Adult Community Corrections Division (ACCD) Administrator.

The Bureau Chief or designee and RAs are responsible for ensuring all new, existing or revised procedures are distributed to employees and other manual holders.

C. Organization

The P&P Bureau's procedure manuals will be divided into chapters by topic. The Department or state policy, Montana statute or other authority for the procedure will be listed.

D. Procedure Comment

P&P Bureau (Bureau) employees wishing to submit written comments or questions regarding the applicability or utility of a procedure shall complete *P&P 10-3(B) Policy/Procedure/Form Comment*, which is specifically designed and used for annual and/or periodic reviews. The form is to be submitted to the employee's immediate supervisor and subsequently reviewed by the RA and Bureau Chief or designee as needed.

E. Procedure Implementation

The effective date of new procedures will be established in a manner that permits adequate time for review by employees.

F. Procedure or Form Rescission and Revision

No Bureau procedure or form will be issued by directive or memorandum. Revisions will be issued in the Department's procedure format to maintain consistency and uniformity. The Bureau Chief shall maintain copies of all rescinded or revised procedures and forms, comments from Bureau employees and any other paperwork associated with procedure or form development.

1. **Rescission** of any Bureau procedure or form shall only be accomplished by use of *P&P 10-3(C) Notice of Rescission*.
2. **Revision** of a procedure shall result in the entire procedure being reissued and shall not be valid until such time that the Bureau Chief has affixed the revision date and signature.

Revision or rescission of a form associated with a procedure will not necessitate reissuing the procedure. A revised form will contain the procedure reference number and revision date at the bottom. **No form may be revised at the Regional level.**

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3. Whenever a new or revised procedure or form is issued, any preceding procedure or form, related instruction, letter, directive, or memorandum covering the same content is thereby rescinded.

G. Temporary Procedure

In the event there is an emergent need to make revisions to a procedure, the Bureau Chief or ACCD Administrator has the authority to establish a temporary procedure.

1. Temporary procedures will remain in effect up to 90 days, pending review by the RAs.
2. As needed, the Department Policy Specialist and Legal Services will be contacted to determine if there is a need for a Department review of a temporary procedure before it is issued.
3. Temporary procedures will follow the standard format for permanent procedures and will contain a statement that the procedure is a temporary procedure.

H. Restricted Procedures

To ensure the safety and security of the Bureau, designated procedures may be restricted from general procedure distribution. At no time may offenders or the general public be given access to restricted procedures. Such procedures will be available to employees electronically on the Department's intranet website. If printed, they will be retained in a secure location.

All pages of restricted procedures must be clearly marked as restricted and should be printed on identifiable colored paper stock.

The Bureau shall establish a list for the distribution of restricted procedures. Further dissemination shall be on a need-to-know basis. Copies of all restricted distribution lists and procedures for the Bureau will be provided to the Policy Specialist and copies will be maintained in the Helena Central Office.

I. Procedure Audits

The Department will conduct audits of procedures to ensure compliance with Bureau/ACCD mission, goals, objectives, standards, court orders, applicable laws and regulations. The Department will submit a written report to ACCD following the completion of each audit. Any findings of procedure noncompliance will be reported to the Bureau Chief and RAs identifying the area(s) of noncompliance. The Bureau Chief and RAs will be responsible for taking corrective action in order to meet procedure compliance.

J. New Employee Orientation

New employees will either review or be provided training on procedures and forms appropriate for their duties within 30 calendar days of employment. Orientation will include familiarizing new employees with the location of, and methods of access to, Department and Montana Operating Manual (MOM) policies and Bureau procedures. Management will provide or arrange policy, procedure or form training based on the employee's position, duties and responsibilities.

The Department or ACCD management will determine which Department or MOM policies and Bureau procedures will be reviewed by new and existing employees and the time periods for these reviews. Review forms will be forwarded to the Professional Development Bureau for entry into the employee's training records.

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K. Progression of New/Revised Procedures

The proposed/revised procedure is written utilizing the Department’s procedure format and submitted by the procedure author to ACCD management.

The Bureau Chief will determine which staff will conduct the review of the proposed/revised procedure and distribute it accordingly. This will include the RAs, the Union President and Union Field Representative, Legal Services, and subject matter experts within the Department or Bureau. These persons have 10 working days to review the proposed changes and comment, unless an extension has been requested and granted by the Bureau Chief. An extension of up to 30 calendar days may be granted. For revised or new policies, the Bureau Chief and Union President may mutually decide if a committee needs to be formed to finalize the procedure.

RAs may distribute the proposed procedure by hard copy or electronically to select employees in his/her region for review and comment within the time period granted for review.

Review comments and suggestions should be submitted to the RA using *P&P 10-3(B) Policy/Procedure/Form Comment*. The RA will forward all comments to the Bureau Chief or designee. The Bureau Chief or designee will compile the comments and review them with ACCD management as needed in order to finalize the procedure.

When the review and editing process is completed, the final procedure is reviewed, signed, and distributed by the Bureau Chief or designee. Procedures which have been revised can be discarded by all manual holders except those originals maintained in the Helena Central Office. Central Office will keep all replaced or rescinded printed procedures in a separate binder(s).

After Bureau employees review a policy, procedure or form they will complete *P&P 10-3(A) Policy/Procedure/Form Review* and submit the form to their immediate supervisor for forwarding to the Professional Development Bureau. Reviews should be completed within 30 days of issuance.

IV. CLOSING:

Questions concerning this procedure shall be directed to the RA or Bureau Chief.

Forms

- P&P 10-3(A) Policy/Procedure/Form Review
- P&P 10-3(B) Policy/Procedure/Form Comment
- P&P 10-3(C) Notice of Rescission