



**PROBATION AND PAROLE BUREAU  
STANDARD OPERATING PROCEDURES**

Procedure No.: P&P 110-1	Subject: <b>FINAL DISCHARGE FROM DEFERRED IMPOSITION OF SENTENCES</b>
Reference: <a href="#">46-18-204, MCA</a>	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"> <li>1. Upon successful completion of terms of probation and termination of sentence, the probationer petitions the court for dismissal of charges through the Probation &amp; Parole (P&amp;P) Office.</li> <li>2. The supervising P&amp;P Officer (Officer) prepares <i>P&amp;P 110-1(A) Petition for Dismissal of Charges</i>.</li> <li>3. The probationer signs and returns <i>Petition</i> to Officer for recommendation and signature.</li> <li>4. Officer notifies any victims who have registered with the Department for notification of offender status.</li> <li>5. The <i>Petition</i> is presented to the court for action.</li> <li>6. After court takes action for dismissal, Officer completes OMIS entries:             <ol style="list-style-type: none"> <li>a. Termination Assessment</li> <li>b. Correctional Status (released – sentence expired)</li> <li>c. Location (end date)</li> <li>d. Officer (end date)</li> </ol> </li> <li>7. Officer distributes <i>Petition</i> received back from Clerk of Court as follows:             <ol style="list-style-type: none"> <li>a. To the probationer</li> <li>b. Copy to Data Processor Technicians at Adult Community Corrections Division, Central Office</li> <li>c. Copy to file</li> </ol> </li> </ol> | <p>Offender</p> <p>P&amp;P Officer</p> <p>Offender<br/>P&amp;P Officer</p> <p>P&amp;P Officer</p> <p>P&amp;P Officer</p> <p>P&amp;P Officer</p> <p>P&amp;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