



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 110-3	Subject: FINAL DISCHARGE FROM PAROLE
Reference: 46-23-216 and 218, MCA ; 46-23-1021, MCA	Page 1 of 2
Effective Date: 06/01/01	Revision Dates: 09/14/01; 08/01/05; 08/06/09
Signature / Title: /s/ Ron Alsbury	

I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees, in cooperation with the Montana Board of Pardons and Parole, will follow established procedures for granting Montana parolees a final discharge from supervision.

II. DEFINITIONS:

None.

III. PROCEDURES:

Probation & Parole Officers (Officers) will advise the Montana Board of Pardons and Parole (BOPP) when a parolee has completed their parole period by initiating and forwarding the *BOPP Final Discharge* certificate to the BOPP within 60 days prior to discharge. This will be the only document used to inform the BOPP of the parolee's completion of parole.

If the offender has a period of probation to follow, then a discharge is not issued.

PROCEDURE:

1. When it is determined that a parolee has achieved or has nearly achieved completion of parole, Officer or Interstate Unit (for interstate cases) will verify all information, then complete and sign *BOPP Final Discharge* certificate (type or print name under the signature). The *Final Discharge* certificate is forwarded to the BOPP office located at 1002 Hollenbeck Rd., Deer Lodge, MT 59722.
2. Notification to victims who have registered with the Department for notification of offender status.
3. *Final Discharge* certificate is signed and sealed upon verification of all information, then forwarded to the Governor's Legal Counsel.
4. *Final Discharge* certificate is signed by Governor and forwarded to the Deputy Compact Administrator or designee.
5. *Final Discharge* certificate is forwarded to supervising Officer.
6. Original certificate is given to parolee and a copy is placed in offender's file.

RESPONSIBILITY:

- P&P Officer/
Interstate Unit
- P&P Officer/
Interstate Unit
- BOPP Chairman and
Executive Director
- Governor's Office
- Interstate Unit
- P&P Officer

Procedure No.: 110-3	Section 110: Final Discharges	Page 2 of 2
Subject: FINAL DISCHARGE FROM PAROLE		

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| 7. | Parolee completes section II of <i>P&P 60-1(B) Firearm Regulations Form</i> and is given a copy, with the original placed in offender's file. | Offender
P&P Officer |
| 8. | Officer completes OMIS entries (Interstate Unit completes b-c): | P&P Officer/
Interstate Unit |
| a. | Termination Assessment | |
| b. | Correctional Status (released) | |
| c. | Location (end date) | |
| d. | Officer (end date) | |
| 9. | File is returned to Probation & Parole Office of original commitment. | P&P Officer |

IV. CLOSING:

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

Form

BOPP	Final Discharge Form
P&P 60-1(B)	Firearm Regulations Form