



**PROBATION AND PAROLE BUREAU  
STANDARD OPERATING PROCEDURES**

Procedure No.: P&P 120-1	Subject: <b>PAROLE PLACEMENT INVESTIGATION PROCEDURES</b>
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	Revision Date: 10/15/01; 06/17/02; 09/16/02; 03/06/04; 10/27/06
Signature: /s/ Ron Alsbury	Effective Date: 06/01/00

**I. BUREAU DIRECTIVE:** Probation and Parole Bureau employees will follow established procedures for evaluating the parole plan for offenders who have been granted a parole by the Board of Pardons and Parole.

**II. AUTHORITY:**

46-23-201, M.C.A.      *Prisoners Eligible for Nonmedical Parole*

**III. DEFINITIONS:**

None.

**IV. PROCEDURES:**

Officers will conduct field investigations intended to verify an offender's parole plan. The plan review includes:

- A. **Residence** -- Is the residence appropriate for the offender's needs? Determine public safety concerns in the neighborhood relating to prior offending patterns.
- B. **Employment and/or program** -- Is the income suitable to meet the basic monetary needs of the offender? Is the scope of the employment/program sufficient to meet the emotional and intellectual needs of the offender? Is employment appropriate considering the offender's crime? (i.e., Sex Offender in Daycare or Embezzler handling Accounts)
- C. **Other pertinent information** -- Determine if there are risk/needs of the offender not addressed by the plan.
- D. **Special conditions** -- Are there special conditions that would enhance the prospects of successfully completing the parole?

**PROCEDURE:**

1. Investigation request to verify parole plan is submitted to Probation & Parole Office in community where the offender requests to reside.
2. Parole plan assigned to Probation/Parole Officer for investigation and evaluation.

**RESPONSIBILITY:**

Board of Pardons and Parole  
  
Regional Administrator/PO II

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**PROCEDURE:**

**RESPONSIBILITY:**

3. Investigation and Evaluation (includes assessment of offender’s risk and needs, availability of community resources, adequacy of residence, adequacy of employment/education program, and other issues relative to individual parole release). For offenders paroling from a PRC or ISP into that same community, the Parole Officer has 15 calendar days to complete the investigation. Otherwise this investigation must be accomplished within 30 calendar days.

P&P Officer

4. Determine the identity of the victim(s) and/or family of the victim(s). Assure victim notification when appropriate.

P&P Officer

5. Findings based on investigation and evaluation:

P&P Officer

**A. Recommendation for Non-Acceptance**

Officer completes *P&P 120-1 (A) Recommendation for Denial of Parole Investigation Plan* and forwards to the BOPP. The Officer must be complete and specific relative to the reasons for denial of proposed parole placement.

**B. Recommendation for Acceptance**

*P&P 60-1 (E) Conditions of Probation & Parole* are completed and forwarded to the BOPP including conditions from BOPP Disposition with date for release and reporting instructions. If the officer is going to request additional special conditions, the officer will need to complete the *BOPP Waiver of Appearance for Additional Special Conditions* and forward with the *Conditions of Probation & Parole* to BOPP.

**C. Recommendation for Partial Acceptance**

If field investigation determines the plan to be partially acceptable, the Institutional Probation & Parole Officer (IPPO) will be contacted to determine if other plans can be arranged. The file will not be returned to BOPP until case is discussed with IPPO.

7. Contacts IPPO relative to a parole plan acceptance and schedules date for parole to the community.

BOPP

8. Follows up with P&P Officer to get specific reporting instructions and inform P&P Officer of the date of the parole. Forward offender’s field file to the P&P Officer.

IPPO

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**\*NOTE:** Offenders are not to be released or placed onto parole until official parole document (gold seal) is received from the Board of Pardons and Parole.

**PAROLE OF INMATES ON ISP:**

Offenders in the Intensive Supervision Program may become eligible for parole. In such cases, the officer will be required to complete the *BOPP Parole Report*. If the offender is approved for parole placement, the ISP Officer will complete the *BOPP Request for Investigation* and forward to the BOPP.

**INTERSTATE TRANSFERS**

An offender who has been paroled by the Parole Board needs to have a minimum of six months of good adjustment after being placed on parole prior to being considered for an interstate transfer, unless otherwise approved by the Board.

- V. **CLOSING:** Questions concerning this procedure shall be directed to the immediate supervisor or Regional Administrator.

**Forms**

P&P 120-1 (A)	Recommendation for Denial Of Parole Investigation Plan
BOPP	BOPP Waiver of Appearance for Additional Special Conditions
BOPP	BOPP Request for Investigation
BOPP	BOPP Parole Report