



**PROBATION AND PAROLE BUREAU
STANDARD OPERATING PROCEDURES**

Procedure No.: P&P 150-8	Subject: FURLOUGH PROGRAM	
Reference: DOC 4.6.6 2-15-112, MCA ; 45-7-306, MCA ; 46-23-215, MCA ; 46-23-218, MCA ; 46-23-1023, MCA ; 53-1-203, MCA .	Page 1 of 4	
Effective Date: 09/16/02	Revision Dates: 03/06/04; 02/15/06; 06/14/10	
Signature / Title: /s/ Ron Alsbury		

I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established procedures for supervision of adult offenders who are parole approved and granted a furlough to obtain employment and living arrangements.

II. DEFINITIONS:

Adult Community Corrections Division (ACCD) Program/Facility – The Division includes Probation & Parole, Interstate Compact, and the following programs and facilities: Day Reporting Program (DRP); Prerelease Centers (PRC); Enhanced Supervision Program (ESP); Sanction Treatment Assessment Revocation & Transition (START); WATCH Program (WATCH); Connections Corrections Program (CCP); Passages Alcohol and Drug Treatment (Passages ADT); Intensive Supervision Programs (ISP); Missoula Assessment and Sanction Center (MASC); Passages Assessment, Sanction & Revocation Center (Passages ASRC); NEXUS Correctional Treatment Center (NEXUS); Elkhorn Treatment Center (Elkhorn); and Treasure State Correctional Training Center (TSCTC).

Prison – Montana State Prison (MSP), Montana Women’s Prison (MWP), Great Falls Regional Prison, Dawson County Correctional Facility, and Crossroads Correctional Center.

III. PROCEDURES:

A. Furlough Eligibility Requirements

The Montana Board of Pardons and Parole (BOPP) must have approved the offender for parole contingent on the offender obtaining verified employment and/or securing suitable living arrangements, or any other condition that is difficult to fulfill due to incarceration. The offender remains in the legal custody of the Department of Corrections, is subject to all other conditions imposed by the BOPP, and must meet the parole eligibility dates required by §46-23-201, MCA.

PROCEDURE:

RESPONSIBILITY:

B. Furlough Application

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| <ol style="list-style-type: none"> 1. A completed <i>BOPP Request for Investigation</i> is submitted to the BOPP requesting a furlough. For offenders being placed in CCP, the request must be made prior to the placement. 2. If approved, forwards the <i>Request for Investigation</i> and offender field file to the supervising Probation & Parole (P&P) Officer to investigate. | <p>IPPO/ Case Manager</p> <p>BOPP</p> |
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3. Reviews and confirms the furlough request plan, which must include living arrangements during the furlough, and notify the IPPO/POII (Pre-Release Liaison) if the request is approved. P&P Officer
4. Completes *P&P 150-8(A) Furlough Request & Permit* and *P&P 150-8 (B) Furlough Program Rules* with the offender. The offender must sign both the *Request* and *Rules* prior to them being submitted to the BOPP. The offender's initials and signature on the *Rules* indicates agreement to comply with all rules and any special conditions imposed by the BOPP. IPPO/POII or designee
5. Submits the signed *Furlough Request & Permit* and *Furlough Program Rules* to the BOPP for approval. The BOPP must sign the *Request* prior to any further distribution. IPPO/POII or designee
BOPP
6. After receiving BOPP approval, contact supervising P&P Officer to set date for the offender to be placed on furlough, taking into account the 10-day notification required for sexual/violent offender registration. The IPPO/POII determines when and under what circumstances the offender leaves the prison or ACCD program/ facility. IPPO/POII or designee
7. Complete the appropriate paperwork for DNA testing and/or Sexual/Violent Offender Registration if applicable. IPPO/POII or designee
8. Notifies MSP/MWP Records Department and Accounting Office of the approved furlough and scheduled date of departure. Confirms notification to victims who have registered with the Department for notification of offender status. IPPO/POII or designee
9. Forwards the signed *P&P 150-8(A) Furlough Request & Permit* and *P&P 150-8(B) Furlough Program Rules* to supervising P&P Officer. IPPO/POII or designee
10. Has the offender sign *P&P 80-1(A) Travel Permit* prior to release. The offender will be responsible for transportation arrangements including the cost of a bus ticket, or may make arrangements with family or friends. Furlough offenders are eligible for Gate Money once they are on parole status. IPPO/POII or designee

C. Escape

If the offender fails to report as ordered to the supervising P&P Officer, or fails to return to the prison/facility as ordered in the furlough permit, the offender may be charged with escape pursuant to §45-7-306 and §46-23-215, MCA. P&P Officer

D. Violations

1. If an offender on furlough violates any rule or condition of the furlough, the supervising P&P Officer may immediately arrest the offender or have the offender arrested pursuant to §46-23-1023, MCA. P&P Officer

Any violation of a rule or condition may result in the immediate termination of the furlough.

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2. Prior to the offender's return to prison, a disciplinary hearing will be conducted pursuant to *P&P 140-1 Adult Offender Discipline and Disciplinary Hearings*. The Hearings Officer or supervising P&P Officer will submit the hearing paperwork including *P&P 140-1(A) Summary of Disciplinary Hearing*, *P&P 140-1(C) Statement of Charges-Notice of Disciplinary Hearing* and other related paperwork to the Institutional Hearing Officer, the BOPP, and the Institutional Classification Officer.

Hearings Officer
P&P Officer
3. The offender is subject to prosecution for any criminal offense committed while on furlough.
4. The BOPP may proceed in any way it deems appropriate, including rescission of the parole decision.

BOPP

E. Parole without Returning to Prison or ACCD Program/Facility

A furloughed offender who secures acceptable employment and/or living arrangements approved by the supervising P&P Officer may be eligible for parole status without returning to prison or ACCD program/facility.

1. Notify the BOPP that the offender has secured acceptable employment and living arrangements, and/or met other conditions stipulated by the BOPP. *P&P 60-1(E&F) Conditions of Probation & Parole* will be completed by the Officer and initialed and signed by the offender. The Officer will then notify the BOPP **by telephone**, preferably while the offender is in the P&P Office. The Officer will immediately fax/scan a copy of the *Conditions* to the BOPP.

P&P Officer
Offender
2. To request additional special conditions, the supervising Officer must complete the *BOPP Waiver of Appearance for Additional Special Conditions*, have the offender sign, and forward it to BOPP for final approval.

P&P Officer
Offender
BOPP
3. MSP/MWP Records will determine the final sentence expiration date (discharge date) and enter OMIS data, releasing offender to parole.

MSP/MWP Records
4. The BOPP will issue a Parole Certificate effective the date the *Conditions of Probation & Parole* is signed.

BOPP

F. Extension of Furlough

If the offender is not able to secure employment and housing within the 10-day time frame, the BOPP may grant an extension for the number of days required for the inmate to complete the required task, however, the extension will not exceed ten (10) days under any circumstances.

1. Submit a completed *P&P 150-8(C) Furlough Extension Request* to the supervising P&P Officer.

Offender
2. If approved by the Officer, the Officer will obtain an approval from the BOPP by telephone and then fax/scan the *Request* to the BOPP.

P&P Officer

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- The BOPP will notify the MSP/MWP Records Department and Count Office of the extension. BOPP

G. Return to Prison or ACCD Program/Facility

An offender who cannot meet the employment and/or living arrangement requirements during the furlough must be returned to prison or ACCD program/facility.

- The supervising P&P Officer will place the offender into custody using a field warrant. P&P Officer
- Contact MSP/MWP Transportation for offenders furloughed from prison or the ACCD program/facility from which the offender was furloughed to determine which facility the offender should be sent to and facilitate transportation arrangements. P&P Officer
- Once returned, offender may reapply for the furlough program if all eligibility criteria are met. Offender

IV. CLOSING:

Questions concerning this procedure shall be directed to the Regional Administrator or P&P Bureau Chief.

Forms

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| P&P 150-8(A) | Furlough Request & Permit |
| P&P 150-8(B) | Furlough Program Rules |
| P&P 150-8(C) | Furlough Extension Request |
| P&P 60-1(E&F) | Conditions of Probation & Parole |
| P&P 80-1(A) | Travel Permit |
| BOPP | Waiver of Appearance for Additional Special Conditions |
| BOPP | Request for Investigation |