



**PROBATION AND PAROLE BUREAU
STANDARD OPERATING PROCEDURES**

Procedure No.: P&P 20-7	Subject: REVIEW OF DESIGNATED STANDARD OPERATING PROCEDURES	
Reference: P&P 10-3; DOC 1.4.1; 46-23-1004, MCA	Page 1 of 2	
Effective Date: 06/01/00	Revision Dates: 01/25/02; 06/17/02; 03/14/03; 03/06/04; 06/22/12	
Signature / Title: /s/ Ron Alsbury, Probation & Parole Bureau Chief		

I. BUREAU DIRECTIVE:

The Probation & Parole Bureau will optimize risk management and job performance and provide on-going Officer training by reviewing designated Bureau procedures and Department of Corrections' policies.

II. DEFINITIONS:

Department – The Montana Department of Corrections.

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

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:

With the assistance of the Probation & Parole (P&P) Professional Development Training Manager, the Regional Administrator (RA) or designee will ensure P&P Officers attend training and procedure/policy reviews that address the following P&P Standard Operating Procedures and Department policies.

A. The following will be reviewed on a semi-annual basis:

- DOC 1.3.14* *Prison Rape Elimination Act of 2003 (PREA)*
- P&P 200-1RD* *Use of Force and Restraints (during firearms re-qualification)*
- P&P 200-2RD* *Firearms (during firearms re-qualification)*

B. The following will be reviewed on an annual basis. These reviews can be conducted as in-service training by the RA or designee and/or can be done independently by P&P Officers.

- P&P 10-4* *Victim Rights and Notification*
- P&P 60-2* *Supervision Strategies and Compliance Monitoring*
- P&P 60-3* *Conditional Discharge from Supervision/Early Termination of Deferred and Suspended Sentences*

Procedure No.: 20-7	Section: Personnel	Page 2 of 2
Subject: REVIEW OF DESIGNATED STANDARD OPERATING PROCEDURES		

<i>P&P 60-4</i>	<i>Searches of Offender's Person, Vehicle, Residence/Confiscation of Offender's Property</i>
<i>P&P 60-7</i>	<i>Restitution, Fees and Fines</i>
<i>P&P 80-1</i>	<i>Travel Permits/In-State & Out-of-State</i>
<i>P&P 90-2</i>	<i>Incident Reporting</i>
<i>P&P 100-2</i>	<i>Warrants to Arrest Parolees, Conditional Release Offenders or DOC Inmates on ISP or in Community Corrections Programs</i>
<i>P&P 100-4</i> RD	<i>Transportation of Arrested Offenders</i>
<i>P&P 120-1</i>	<i>Parole Placement Investigation Procedures</i>
<i>P&P 130-1</i>	<i>Interstate Commission Transfers</i>
<i>P&P 130-2</i>	<i>Report of Violation for Montana Offenders Supervised in Other State</i>
<i>P&P 130-3</i>	<i>Report of Violation for Out-of-State Offenders Supervised in Montana</i>
<i>P&P 130-4</i>	<i>Offenders Seeking Montana Placement</i>
<i>P&P 130-5</i>	<i>Interstate Commission Reports and Correspondence</i>
<i>P&P 130-6</i>	<i>Interstate Commission Closure Notice</i>
<i>P&P 140-1</i>	<i>Adult Offender Discipline and Disciplinary Hearings</i>
<i>P&P 140-2</i>	<i>Preliminary (On Site) Hearings</i>
<i>P&P 140-5</i>	<i>Intervention Hearings</i>
<i>P&P 150-7</i>	<i>Employer Notification</i>
<i>P&P 160-1</i>	<i>Standardized Offender Urinalysis Testing</i>
<i>P&P 230-1</i>	<i>Infectious Diseases</i>

- C. P&P Officers will complete *P&P 20-7(A) Policy/Procedure/Form Review* and forward to their supervisor. The supervisor will sign and forward to the Department's Professional Development Bureau for inclusion in the Officer's training file.
- D. Pursuant to *P&P 10-3 Procedure Management System*, P&P Officers may provide written review comments or recommendations regarding any needed procedure revisions using *P&P 10-3(B) Policy/Procedure/Form Comment* form.

IV. CLOSING:

Questions concerning this procedure shall be directed to the Bureau Chief, Regional Administrator or designee.

Forms

P&P 20-7 (A)	Policy/Procedure/Form Review for P&P 20-7
P&P 10-3 (B)	Policy/Procedure/Form Comment