



**PROBATION AND PAROLE BUREAU
STANDARD OPERATING PROCEDURES**

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| Procedure No.: P&P 70-1 | Subject: OFFENDER MANAGEMENT INFORMATION SYSTEM (OMIS) | |
| Reference: 46-23-1004, MCA | Page 1 of 1 | |
| Effective Date: 06/01/00 | Revision Dates: 10/23/01; 03/02/09; 03/01/13 | |
| Signature / Title: /s/ Ron Alsbury, Probation & Parole Bureau Chief | | |

I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established procedures for inputting data into the Department of Corrections Offender Management Information System (OMIS) or future generation information and reporting systems to enable the Bureau and the Department in making informed management decisions with respect to staffing, offender programs and legislation. OMIS also greatly enhances sharing offender information with local, state and federal law enforcement agencies.

II. DEFINITIONS:

Central Office – The Helena office of the Department of Corrections.

Department – The Montana Department of Corrections.

OMIS-Offender Management Information System – The Department’s electronic data collection and reporting system.

III. PROCEDURES:

Probation & Parole Bureau (Bureau) staff shall be trained to input necessary offender data into OMIS. Bureau staff will promptly and accurately input the offender data, ensuring that the information is accurate and complete.

Directives and OMIS computer desktop or printed reference guides with directions for entering offender information will be followed by Bureau, Central Office and Adult Interstate Bureau staff.

Department employees may be expected to participate in the design, testing and implementation of new data collection and reporting systems being developed by the Department.

IV. CLOSING:

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