



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 90-1	Subject: REPORTS AND CORRESPONDENCE
Reference: 46-23-1004, MCA; 46-23-1011, MCA; 46-23-1021, MCA	Page 1 of 1
Effective Date: 06/01/00	Revision Dates: 10/08/01; 03/02/09; 04/11/13
Signature / Title: /s/ Ron Alsbury, Probation & Parole Bureau Chief	

I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established procedures and use standardized forms for writing and distributing various reports and correspondence to County Attorneys, District Courts and the Board of Pardons and Parole.

II. DEFINITIONS:

None.

III. PROCEDURES:

A. *P&P 90-1(A) All Purpose Report Form* shall be used by Probation & Parole Officers when submitting the following reports/conditions upon request or as needed to appropriate authorities. The reports will be reviewed by the Regional Administrator as needed.

1. Progress and conduct reports
2. Request for special conditions
3. Waiver of special conditions
4. Reports to district courts
5. Special reports
6. Miscellaneous reports

B. The following sections shall be incorporated within the report:

- I. Legal History
- II. Adjustment to Supervision
- III. Action (Purpose of Report)
- IV. Recommendations

IV. CLOSING:

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

Form

P&P 90-1 (A) All Purpose Report Form