



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

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| Procedure No.: PPD 1.2.801 | Subject: EXPENDITURES OF SUPERVISION FEES |
| Reference: DOC 1.2.8; DOC 1.2.9; 46-23-1031, MCA | Page 1 of 2 |
| Effective Date: 12/19/16 | Revised: |
| Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator | |

I. PURPOSE:

Established procedures will be followed for the expenditures of supervision fees collected from offenders.

II. DEFINITIONS:

Bureau – The Probation & Parole Eastern and Western Bureaus.

Management – PPD employees with management or supervisory responsibilities and duties including the PPD Administrator, Bureau Chief, Deputy Chief, and Probation & Parole Officer II.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, training, prerelease, and treatment services.

Supervision Fee – A fee assessed to each offender under Probation & Parole Bureau supervision pursuant to §46-23-1031, MCA, for basic supervision costs and as a means of offender accountability.

III. PROCEDURES:

A. GENERAL INFORMATION

1. The Montana legislature specifies the amount of supervision fee revenue to be used for the operating costs of PPD.
2. It is the responsibility of the Department's Business Management Services to credit each Bureau with the amount of supervision fees available and administer the budget of the supervision fees. The analyst will provide updated supervision fee expenditures monthly to the BCs.
3. Management will administer the expenditures of available supervision fees in compliance with *DOC 1.2.8 Procurement*, *DOC 1.2.9 Contracts*, and *DOC 1.2.8(B) Purchasing Standard Operations Procedure Guide*.

B. EXPENDITURES OF SUPERVISION FEES

1. Priority spending of supervision fees will be for officer education/training and safety equipment.
 - a. Education – Enables staff to further their formal education related to corrections and correctional career enhancement (i.e. college tuition/related material).
 - b. Staff Training – Enables staff to participate in training sponsored by PPD, the Department, other agencies and professional organizations. This is inclusive of per diem and lodging, training/meeting rooms, training equipment and materials.

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- c. Supervision/Safety Equipment and Services – Includes, but is not limited to, ammunition (both duty and practice), OC spray, firearms, tasers, CJIN Service, search gloves, cuffs, bulletproof vests, cell phones, hand-held radios, badges, and immunizations. Clothing items are selected from a standardized list approved by PPD pursuant to *P&P 20-6 Employee Dress, Hygiene and Badges*. All equipment and clothing purchased by supervision fees will be required to be turned in upon termination from employment with the PPD. The DC/POII will maintain an inventory of these items for each staff.
 - d. Office Equipment, Supplies and Services – Includes desks, shelves, file cabinets, tables, phone lines, office rent/modifications, vehicles, computers, printers and copy machines.
 - e. Offender Services – Services needed for offenders that are not covered by the treatment funding monies.
 - f. Awards – Includes pins, plaques and certificates related to staff accomplishments.
2. The Bureau may use supervision fees for other needs as determined by the mission of PPD to be necessary and appropriate.

IV. CLOSING:

Questions concerning this procedure should be directed to the Bureau Chief.