



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

Procedure No.: PPD 1.7.200	<b>Subject: OMIS ENTRY</b>	
Reference: 53-1-201, MCA	Page 1 of 1	
Effective Date: 05/28/15	Revised:	
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator		

**This procedure is referenced as *ACCD 1.7.200 OMIS Entry* in Section 1.D. Standard Contract Terms; Access to Records-Offender Records/Files/OMIS access, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Connections Corrections Program (CCP), Elkhorn, Nexus, START, and WATCH Contract.**

**I. PURPOSE:**

The employees of the Probation and Parole Division and its contract facilities 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 Division 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:**

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

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

**III. PROCEDURES:**

Probation and Parole Division and facility staff shall be trained to input necessary offender data into OMIS. Staff will promptly input 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 all 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 should be directed to the Probation and Parole Division Administrator or designee.