



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

Procedure No.: PPD 4.6.301	Subject: OFFENDER SELF-SURRENDER	
Reference: P&P 60-1; PPD 4.6.300; PPD 4.6.500	Page 1 of 2	
Effective Date: 12/19/16	Revised: 10/24/17	
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator		

I. PURPOSE:

Probation and Parole Division employees will follow established procedures for offenders on self-surrender status.

II. DEFINITIONS:

Absconding – When an offender deliberately makes the offender’s whereabouts unknown to a probation and parole officer or fails to report for the purposes of avoiding supervision and reasonable efforts by the probation and parole officer to locate the offender have been unsuccessful.

Disciplinary Hearing – A formal hearing that provides applicable due process requirements to confront violations of PPD facility rules, or conditional release or furlough conditions of supervision.

DOC Commitment – A commitment by the District Court of an adult offender or criminally convicted youth to the authority of the Department for placement in a state correctional facility or community corrections program. §46-18-201, MCA.

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

Self-Surrender – A DOC commitment approved for placement in an approved PPD facility and released from incarceration, but who remains in the custody and control of the PPD while waiting for an available bed in the facility.

III. PROCEDURES:

A. GENERAL REQUIREMENTS

1. A DOC commitment who was screened and accepted into a PPD facility may be placed on self-surrender status if determined as appropriate by staffing with the Deputy Chief (DC) or designee, and if offender meets the following criteria:
 - a. low risk on appropriate risk assessment;
 - b. no history of escape, bail jumping, or absconding;
 - c. first time as DOC commitment or significant period of time between previous convictions;
 - d. if history of PFMA, residence approved by supervising Probation & Parole (P&P) Officer;
 - e. has the means to self-pay for 24/7 and/or GPS monitoring if determined to be necessary;
 - f. has the means to travel to the PPD facility;
 - g. has a stable residence;
 - h. agrees to possible curfew, if imposed.

Procedure No.: 4.6.301	Chapter: Facilities/Program Services	Page 2 of 2
Subject: OFFENDER SELF-SURRENDER		

2. Once the determination for self-surrender has been made, the procedures of Section III. A. Parts 4 and 5 of *PPD 4.6.300 DOC Commitments and Conditional Releases* are followed.
3. Offender will be assigned a supervising P&P Officer and must agree to abide by all conditions of the self-surrender.
4. Unless a date is specified in court, offender and P&P Officer should be notified by the designated facility and provided the date and where to surrender for service of the sentence.

B. SUPERVISION OF OFFENDER

1. Offender will report to the supervising P&P Officer as directed.
2. P&P Officer will follow the procedures of *P&P 60-1 Initial Sign-Up to Probation, Parole and Conditional Release Supervision*:
 - a. Standard and special conditions of supervision will reflect court-ordered conditions;
 - b. A condition of reporting to the specified facility on the specified date (if given) will be added;
 - c. Special conditions may include a 24/7 program, GPS monitoring, or Enhanced Supervision Program, if available. If programs are not available, P&P Officer will staff with supervisor to determine continued, regular drug testing of offender.
 - d. Offender will complete all applicable sign-up forms.
3. P&P Officer will provide a travel permit for offender to travel to the facility.
4. If the offender violates the conditions of supervision prior to placement, a Disciplinary hearing is held to determine whether the self-surrender status will be revoked:
 - a. Offender may be placed in jail and remain pending bed date; or
 - b. Offender may be sent to Montana State Prison/Montana Women's Prison following the procedures of *PPD 4.6.202 Secure Placements*.
 - c. Offender unaccounted for will be considered an absconder and appropriate procedures are followed.

IV. CLOSING:

Questions regarding this procedure should be directed to the Deputy Chief or P&P Bureau Chief.

V. FORMS

P&P 60-1	All Applicable Sign-Up Forms
PPD 4.6.500 (D)	Authorization to Release Offender