



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 10-2	Subject: ORGANIZATION AND RESPONSIBILITY
Reference: P&P 10-1 ; DOC 1.1.3 46-23-1004, MCA ; 53-1-203, MCA	Page 1 of 2
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Signature / Title: /s/ Ron Alsbury	

I. BUREAU DIRECTIVE:

The intent of this procedure is to describe the organization and responsibility of the Probation & Parole Bureau.

II. DEFINITIONS:

Probation & Parole Bureau – Adult probation and parole services, including the Intensive Supervision Program and Institutional Probation & Parole Officers.

III. PROCEDURES:

To accomplish its mission, objectives and goals, the Probation & Parole (P&P) Bureau is organized into six regions, serving every Montana community. Regional offices are located in Missoula, Helena, Great Falls, Billings, Kalispell, and Glendive. P&P Bureau employees within each region work in correlation with the Facilities Program Bureau, which oversees Adult Community Corrections Division programs/facilities, and the Adult Interstate Compact Unit, which monitors supervision of interstate adult offenders on probation or parole.

A. Responsibilities of the Probation & Parole Bureau (Bureau)

The Bureau, within the Adult Community Corrections Division (ACCD), Department of Corrections, is responsible for overseeing the direct work of Bureau employees.

B. Organization of the Bureau

The following positions are established:

P&P Bureau Chief

The manager responsible for the overall administrative and supervisory functions of the Bureau, as well as the immediate management and control of the Bureau, subject to the general policies and programs established by the Department of Corrections, the ACCD, and the laws of the state of Montana.

Bureau Programs Manager

Assists the Bureau Chief and Regional Administrators by providing oversight, guidance and development of specialized supervision approaches, training and staff development, grant management, and use of force and firearms.

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Regional Administrators (RA)

Responsible for the management of regional staff, programs and budgets.

P&P Officer IIs (POII)

Assists RAs with supervision of employees and management of regional operations.

Adult P&P Officers (Officers)

Responsible for the case management, as well as supervision responsibilities, of adult offenders. Officers also work closely with District Court judges and the Board of Pardons and Parole.

Intensive Supervision Officers (ISP)

Supervise offenders placed in the Intensive Supervision Program.

Institutional Probation & Parole Officers (IPPO)

Assigned to correctional and contracted facilities and responsible for facilitating reentry of offenders from the facilities into the community.

Probation Officer Technicians (PO Tech)

Provide administrative clerical support and technical assistance to P&P Officers located in outlying/rural areas.

Administrative Support Staff

Responsible for providing administrative clerical assistance to personnel in the regions and the Helena Central Office.

C. Chain of Command

1. In the RA's absence, the assigned POII will assume the RA's responsibilities. The RA shall inform the POII of his/her absence in advance.
2. When the RA and the POII(s) are absent from the region, the Bureau Chief will assume the administrative/supervisory responsibilities for the region.

III. CLOSING:

Questions concerning this procedure shall be directed to the RA or Bureau Chief.

Form

P&P 10-2(A) Adult Community Corrections Division Organizational Chart