



**PROBATION AND PAROLE BUREAU  
STANDARD OPERATING PROCEDURES**

Procedure No.: P&P 130-5	Subject: <b>INTERSTATE COMMISSION REPORTS AND CORRESPONDENCE</b>
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Effective Date: 06/01/00	Revision Dates: 10/15/01; 03/06/04; 03/01/05; 08/20/07; 04/22/08; 06/14/10; 06/30/11
Signature / Title: /s/ Ron Alsbury, Probation & Parole Bureau Chief	

**I. BUREAU DIRECTIVE:**

Probation & Parole Bureau employees will follow established procedures when the sending state or Deputy Compact Administrator of Montana requests progress reports.

**II. DEFINITIONS:**

Receiving State – The state assuming supervision of an offender at another state’s request.

Sending State – The state requesting the transfer of an offender’s supervision.

Subsequent Receiving State – A state to which an offender is transferred that is not the sending state or the original receiving state.

**III. PROCEDURES:**

The supervising Probation & Parole Officer (Officer) shall submit annual progress reports or compact action request when there are significant changes, or other information to report, that may or may not affect the status of the offender.

**A. PROCEDURE:**

**RESPONSIBILITY:**

1. *Progress Report* is used when submitting the following information:

P&P Officer

- ◆ Notification of violations when not submitting an *Offender Violation Report*. A progress report is sent to sending state when an intervention hearing is held and sanctions are imposed.
- ◆ Change of address.
- ◆ Programming or treatment completed; completion of conditions.
- ◆ Transfer to a subsequent receiving state.
- ◆ Completion of any supervision period.
- ◆ Recommendation for early discharge/ termination from supervision.
- ◆ Summary of offender’s conduct, progress, attitude and compliance.
- ◆ Any other available information requested by sending state.

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The Officer can utilize *Interstate Compact Action Request Form* when requesting special conditions, waiver of conditions, or information needed from the sending state (i.e. restitution info). P&P Officer

2. All requested reports shall be submitted electronically to the Montana Interstate Compact Unit (ISC Unit) within five (5) days of receiving the request or immediately if requested. ISC Unit

3. The ISC Unit reviews all incoming reports and submits to the sending state. ISC Unit

#### IV. CLOSING:

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

#### Forms

Interstate [Compact Action Request](#)

Interstate [Progress Report](#)