



**PROBATION AND PAROLE BUREAU
STANDARD OPERATING PROCEDURES**

Procedure No.: P&P 130-6	Subject: INTERSTATE COMMISSION CLOSURE NOTICE
Reference: 46-23-1115, MCA	Page 1 of 2
Effective Date: 06/01/00	Revision Dates: 10/24/01; 03/06/04; 03/01/05; 04/22/08; 06/14/10; 06/30/11
Signature / Title: /s/ Ron Alsbury, Probation & Parole Bureau Chief	

I. BUREAU DIRECTIVE:

Probation & Parole Bureau will follow established procedures for providing a *Case Closure Notice* when requested by a sending state or by the Montana Deputy Compact Administrator.

II. DEFINITIONS:

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

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.

III. PROCEDURES:

Probation & Parole Officers (Officers) may submit a *Case Closure Notice* and close supervision under the circumstances listed below. The Montana Interstate Compact Unit (ISC Unit) shall review, verify, and approve the reason for closing the case and then submit it to the sending state. Upon verification, OMIS entries will be completed.

PROCEDURE:

RESPONSIBILITY:

A. Return to the Sending State:

Supervising Officer must submit a *Request for Reporting Instructions* to the ISC Unit and include the address of residence, phone number, name and relationship of the contact person. This applies to offenders who want or need to return to the sending state as opposed to those in violation or those who present supervision problems.

P&P Officer

Upon receiving reporting instructions, the *Notice of Departure* and *Case Closure Notice*, are submitted to the ISC Unit.

B. Discharging Supervision or Receiving Early Discharge:

A *Case Closure Notice* is submitted on an offender 30 days prior to the expiration date. If offender receives early discharge, submit closure notice immediately upon notice of release.

P&P Officer

Procedure No.: 130-6	Section: Interstate Compact	Page 2 of 2
Subject: INTERSTATE COMMISSION CLOSURE NOTICE		

C. Notification of Death:

A *Case Closure Notice* is submitted with proof of the offender's death, such as the death certificate, obituary from a newspaper, police report or a statement from a coroner. P&P Officer

D. Offender is Incarcerated for 180 Days or Longer in the Receiving State:

A *Case Closure Notice* is submitted with copies of the Judgment and Sentencing documents and information regarding offender's location. P&P Officer

E. Offender Absconds Supervision:

Offender Violation Report (OVR) is completed and submitted with *Case Closure Notice*. The *OVR* must include detailed information on how Officer verified the offender has absconded (i.e. how verified offender does not live at reported address or work at reported employment, with description of how Officer attempted to locate offender along with any contacts made that gave information on offender). P&P Officer

IV. CLOSING:

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

Forms

- Interstate [Case Closure Notice](#)
- Interstate [Notice of Departure](#)
- Interstate [Request for Reporting Instructions](#)
- Interstate [Offender Violation Report](#)