



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-3	Subject: <b>EXPENDITURES OF SUPERVISION FEES</b>
Reference: Local #4464 DOC 1.2.8; DOC 1.2.9; <a href="#">46-23-1031, MCA</a>	Page 1 of 2
Effective Date: 6/1/00	Revision Dates: 6/18/01; 03/01/05; 10/07/09
Signature / Title: /s/ Ron Alsbury	

### I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established procedures for the expenditures of supervision fees that are collected from offenders. Supervision fee expenditures are generally for training and providing equipment necessary for Probation & Parole staff to effectively and safely perform their duties.

### II. DEFINITIONS:

Management – Adult Community Corrections Division (ACCD) employees with management or supervisory responsibilities and duties including, but not limited to, the ACCD Administrator, Probation & Parole Bureau Chief (Bureau Chief), Regional Administrators (RA), and Probation Officer IIs (POII).

Supervision Fee – A fee assessed to each offender under supervision by the Probation & Parole (P&P) Bureau pursuant to §46-23-1031, MCA.

### III. PROCEDURES:

- A. It is the responsibility of the Department of Corrections (DOC) Administrative & Financial Service Division to credit each P&P region with the amount of supervision fees collected in the counties making up the region and administer the budget of the supervision fees for the P&P Bureau. The Adult Community Corrections Division’s Budget Analyst will provide *P&P 20-3(B) Fiscal Year Budget Plan* to each RA prior to the beginning of the fiscal year. The Analyst will then provide updated supervision fee expenditures monthly to the RAs.
- B. RAs will complete the *Fiscal Year Budget Plan* for the fiscal year and return it to the Budget Analyst by August 1. Each RA will make the final decision for spending supervision fees in their region and will keep a record of fees spent, and the remaining fund balance, using the *Budget Plan*.
- C. Management will administer the expenditures of supervision fees, which may be used for all staff. All expenditures will be in compliance with *DOC 1.2.8 Procurement*, *DOC 1.2.9 Contracts*, and the *DOC Purchasing Manual* (<http://cor.mt.gov/content/Resources/Purchasing/Manual.pdf>). The Bureau Chief may use supervision fees for training and other needs as necessary and deemed appropriate.
- D. The Montana legislature specifies the amount of supervision fee revenue to be used for the costs of electronic monitoring services provided by the Intensive Supervision Program.
- E. Priority spending of supervision fees will be for officer education/training and safety equipment as listed in Category I and must be approved by the RA. Any spending in Category II will require the approval of the RA and Bureau Chief.

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**Category I:** Must be approved by the RA

- ◆ Education – Enables staff to further their formal education related to corrections and correctional career enhancement (i.e. college tuition/related material).
- ◆ Staff Training – Enables staff to participate in training sponsored by the P&P Bureau, DOC, other agencies and professional organizations. This is inclusive of per diem and lodging.
- ◆ Supervision/Safety Equipment & Services – Includes but is not limited to ammunition (both duty and practice), OC spray, firearms, electronic monitoring, CJIN Service, search gloves, cuffs, bulletproof vests, cell phones, hand-held radios, badges, immunizations and duty belts. Clothing items include jackets, coats, firearms related clothing, shirts, vests, and trousers. Clothing items will be selected from a standardized list approved by the Bureau. All equipment and clothing purchased by supervision fees will be required to be turned in upon termination from employment with the Bureau. The RA/POII will maintain an inventory of these items for each staff.
- ◆ Training Equipment and Supplies – Includes training/meeting rooms, training equipment/materials, refreshments for breaks, travel and per diem expenses.

**Category II:** Must be approved by the RA and Bureau Chief.

- ◆ Office Equipment, Supplies & Services – Includes desks, shelves, file cabinets, tables, phone lines, office rent/modifications, vehicles, computers, printers and copy machines.
  - ◆ Wellness Allowance – This may be determined on an annual basis if provided by the bargaining union contact.
  - ◆ Offender Services – Services needed for offenders that are not covered by the treatment funding monies.
  - ◆ Student Intern Stipends – May be granted for up to \$1000 per semester.
  - ◆ Awards – Includes pins, plaques and certificates related to staff accomplishments.
- F. In accordance with the Montana Federation of Probation and Parole Local #4464’s collective bargaining agreement, the Bureau Chief will establish the priorities for supervision fee expenditures via an annual conference call with each regional Shop Steward and one supervisor from each region. Regional committees will be created to recommend spending of supervision fees. Each committee will be comprised of two Officers and one supervisor.
- G. P&P staff will submit requests for items/training on *P&P 20-3(A) Supervision Fee Request Form* to the committee for inclusion in the committee’s recommendations. Upon approval, the RA will add the applicable supervision ORG# (organization number) to the *Request Form*.

**IV. CLOSING:**

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

Form  
P&P 20-3(A)           Supervision Fee Request Form  
P&P 20-3(B)           Fiscal Year Budget Plan