



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 230-1	Subject: INFECTIOUS DISEASES
Reference: DOC 1.3.3 ; DOC 1.3.35	Page 1 of 1
Effective Date: 06/01/00	Revision Dates: 09/04/01; 06/12/06; 08/06/09
Signature / Title: /s/ Ron Alsbury	

I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established guidelines for disclosure of health information and exposure to infectious diseases.

II. DEFINITIONS:

Communicable or infectious disease – A disease that can be transferred from one individual to another by direct or indirect contact.

III. PROCEDURES:

A. Disclosure of offender communicable disease

Pursuant to Montana statutes regarding medical information, Probation & Parole Officers (Officers) may be unaware that an offender has a communicable disease unless informed by the offender.

An Officer may only disclose information regarding an offender's communicable disease when authorized by the offender. To be valid, a disclosure authorization must:

1. Be in writing, dated and signed by the offender,
2. Identify the nature of the information to be disclosed, and
3. Identify the person(s) to whom the information is to be disclosed.

Without the needed authorization, disclosure of any offender communicable disease information shall be reviewed with the Probation & Parole (P&P) Bureau Chief before information is released.

B. Exposure to a communicable disease

When a P&P employee believes they have been exposed to a communicable disease, they will notify their supervisor and complete the Montana State Fund *First Report* prior to the end of the employee's assigned shift unless precluded by reasonable circumstances. If necessary, medical care should be obtained as soon as possible. The supervisor will be responsible for completion of the employee and supervisor sections of the *First Report*, including signatures, and will forward the form to the Human Resources (HR) Division within eight (8) hours of completion. HR will complete the form, set up a tracking file for the supervisor, and forward the form to the State Fund.

IV. CLOSING:

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

Forms

Montana State Fund

First Report