



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

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| Policy No. DOC 1.1.4                            | Subject: <b>DEPARTMENT AND BOARD OF PARDONS AND PAROLE COORDINATION</b> |
| Chapter 1: ADMINISTRATION AND MANAGEMENT        | Page 1 of 2   |
| Section 1: General Administration               | Effective Date: Dec. 21, 2004   |
| Signature: /s/ Loraine Wodnik, Interim Director | Revised: 05/15/2017   |

**I. POLICY**

The Department of Corrections and the Board of Pardons and Parole (BOPP) are separate entities with administrative ties. The BOPP hires its own personnel and exercises its quasi-judicial and policy-making functions independent from the Department. However, both the Department and the BOPP ensure that funding and offender populations are independent of parole decisions and do not compromise public safety. Because the two agencies have interdependent roles, it is necessary to have strong formal and informal communication and coordinate strategies to promote efficiency and effectiveness.

**II. APPLICABILITY**

Probation and Parole Division and Department and contracted adult facilities.

**III. DEFINITIONS**

None

**IV. DEPARTMENT DIRECTIVES**

**A. The Department will:**

1. Assist in development and periodic review of a comprehensive resource manual to guide interdependent agency activities.
2. Identify management information and automation options for ongoing agency operations.
3. Coordinate the collection and sharing of management information.
4. Develop formal processes for coordinating interagency activities.
5. Assist in the establishment of rules and policy that do not conflict with Board authority.
6. Provide reasonable access to any offender over whom the Board has jurisdiction and ensure that eligible, in-state offenders are available for a hearing before the Board. Administrators will provide adequate security at all hearings conducted in secure custody facilities.
7. Furnish the Board with relevant reports regarding an offender’s suitability for parole.
8. Supervise all persons placed on parole in accordance with the conditions and orders imposed by the Board.
9. Allocate office space for Board staff.

10. Assist the Board in training, budgeting, record keeping, reporting, and related administrative and clerical functions.
11. Provide human resource support to assist with human resources functions.
12. Provide a qualified attorney to act as a legal advisor and representative for the Board.
13. Disseminate any required notices, rules or orders adopted, amended, or repealed by the Board.
14. Provide an opportunity for the Board to respond to and participate in the review process of any mutually dependent policy or order adopted, repealed, or amended by the Department.
15. Provide communications support through the Department's Director of Communications.

#### **B. Department Meetings**

1. The Director's Office will notify the Board's executive director of the dates, times, and places of all Department meetings that pertain to the interdependent roles and functions of the Department and the Board, including, but not limited to: management team, legislative, and community corrections management meetings.

#### **C. Semiannual Meetings**

1. A Department meeting will occur semiannually with Board staff and Board members, including auxiliary Board members; the Probation and Parole Division Administrator, or designee; the Clinical Services Division Administrator, or designee, Legal Counsel for the Director's Office; and select DOC staff as determined by the Department director. The Department director and wardens of the Montana Women's Prison and Montana State Prison, or their designees, will participate at least annually. The Director's Office, in coordination with the Board's executive director, will publish agendas and record and publish minutes of the meetings. The Department director and Board chair must be present simultaneously for at least one meeting per year.

### **V. CLOSING**

Questions concerning this policy should be directed to the Department director.

### **VI. REFERENCES**

- A. 2-15-112; 2-15-121; 2-15-124; 2-15-2302; 46-23-215; 46-23-202; 46-23-203; 46-23-1002; 46-23-1021, MCA
- B. *Performance Audit, Legislative Audit Division (November 2000, November 2003); Performance Audit Follow Up (November 2003)*
- C. 4-4011; *ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition*

### **VII. ATTACHMENTS**

None