



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

Policy No. DOC 1.5.4	Subject: TRANSFER OF OFFENDER RECORDS
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 1
Section 5: Case Records Management	Effective Date: Oct. 1, 1996
Signature: /s/ Mike Ferriter, Director	Revised: 03/28/07; 02/01/11

I. POLICY

The Department of Corrections facilities and programs will establish procedures to ensure that current offender records are promptly compiled and sent to the receiving location when offenders transfer from one facility to another.

II. APPLICABILITY

Department and contracted secure care facilities and programs.

III. DEFINITIONS

Facility – Refers to any division, prison, secure care correctional facility, correctional or training program, or community-based program under Department jurisdiction or contract. This term includes the facility building or residence, including property and land owned or leased and operated by the Department.

IV. DEPARTMENT DIRECTIVES

A. Facility Requirements

1. Designated facility staff will ensure that:
 - a. updated offender program files are sent simultaneously on the offender's transport or, at the latest, within 72 hours of an offender's transfer to another facility; and
 - b. program files include all pertinent legal documents, case management, educational, rehabilitation, and medical records.
2. Facility records staff will compile and maintain offender records according to an established file management protocol.

V. CLOSING

Questions concerning this policy should be directed to the facility administrator.

VI. REFERENCES

- A. 4-4096; *ACA Standards for Adult Correctional Institutions, 4th Edition*
- B. 3-JTS-1E-03; *ACA Standards for Juvenile Correctional Facilities, 2003*
- C. *DOC Policies 1.5.5, Case Records Management; 3.1.12, Offender Escort and Transport*

VII. ATTACHMENTS

None.