



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

Policy No. DOC 4.6.2	Subject: RELEASE, TRANSFER, AND MOVEMENT PROCEDURES	
Chapter 4: FACILITY/PROGRAM SERVICES		Page 1 of 4
Section 6: Release/Placement		Effective Date: April 1, 1998
Signature: /s/ Mike Batista, Director		Revised: 11/27/2013

I. POLICY

The Department of Corrections adheres to legal requirements and procedures that balance the safety needs of victims and the public with the needs of offenders when it releases, transfers, or moves offenders from, or within, Department facilities/programs or from Department custody and jurisdiction.

II. APPLICABILITY

All divisions, facilities, and programs Department-owned and contracted, as specified in the contract.

III. DEFINITIONS

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

Adult Community Corrections Division (ACCD) – Composed of facilities and programs that include: Probation and Parole Bureau; Prerelease Centers (PRC); Sanction, Treatment, Assessment, Revocation & Transition (START); Warm Springs Addictions Treatment and Change Program (WATCh); Connections Corrections Program (CCP); Passages Alcohol and Drug Treatment (Passages ADT); Intensive Supervision Program (ISP); Missoula Assessment and Sanction Center (MASC); Passages Assessment, Sanction & Revocation Center (Passages ASRC); NEXUS Correctional Treatment Center (NEXUS); Elkhorn Treatment Center (Elkhorn); and Treasure State Correctional Training Center (TSCTC).

Admission/Discharge Report (ADR) – The mandatory reporting form completed by staff when offenders move from one program location to another.

Authorizing Authority – Individuals who have the authority to authorize a release or transfer, e.g., administrators, records supervisors, institutional probation and parole officers, classification managers, or the Board of Pardons and Parole.

Gate Money – Monetary benefit provided to eligible inmates at the time of discharge/parole from the custody and supervision of a secure adult facility up to \$100.

Offender Management Information System (OMIS) – The Department’s electronic data collection and reporting system.

Release from Custody – Placement of an offender outside the confines of a state correctional

facility, private prison, regional adult correctional facility, or adult community corrections facility/program within or outside the State of Montana.

IV. DEPARTMENT DIRECTIVES

A. Release Requirements

1. Department divisions, facilities, and programs will develop procedures to address the release or transfer of offenders. General release procedures will include proper documentation, including the following:
 - a. authentication of release authorization documents by the assigned staff member and verification that there are no outstanding warrants, detainers, or notifications;
 - b. verification by telephone with a recognized representative of the authorizing agency regarding faxed computer-generated release authorizations; no offender will be released solely on the basis of a faxed or computer-authorized message;
 - c. verification that supervising agencies, community criminal justice officials, and registered victims have been notified pursuant to *46-24-212, MCA*;
 - d. authentication of the offender's identity by photograph and comparison of physical description; and
 - e. copy of the order for release or transfer received by the facility/program, prior to the release.

B. Admission/Discharge Reporting and OMIS Data Entry

1. The [DOC Admission/Discharge Report \(ADR\)](#) is a document that assists in ensuring that the release and placement information of offenders under Department jurisdiction is documented, directed, and communicated in an accurate and expeditious manner.
2. Administrators will ensure that the appropriate staff completes the [DOC Admission/Discharge Report \(ADR\)](#), in accordance to the [DOC Admissions and Discharge Reporting \(ADR\) \(Processing\) Matrix](#) for all offender admissions, discharges, or transfers excluding cell-to-cell moves that are inside a single unit or pod and does not modify the custody status of the offender.
3. The [DOC Admission/Discharge Report \(ADR\)](#) must be completed and received by the Classification and Placement office for male offenders or to the MWP Movement Coordinator for female offenders by 3:00 p.m. the day before an offender is scheduled to discharge.
4. Staff will make location entries in OMIS in accordance with the [DOC Admissions and Discharge Reporting \(ADR\) \(Processing\) Matrix](#).

C. Processing & Releasing Offenders

1. Notification:
 - a. the appropriate staff member will notify the authorizing authority when an offender is scheduled for release;
 - b. in the case of discharge, discharge balance suspended, parole, or conditional release, the staff member responsible for maintaining offender records will ensure that the release information is entered in OMIS in accordance with the [DOC Admissions and](#)

[Discharge Reporting \(ADR\) \(Processing\) Matrix;](#)

- c. the authorizing authority, or designee, will:
 - 1) notify any victims who are registered for notification with the Department;
 - 2) ensure that the treatment plan is completed; check for applicability of Sex Offender/Violent Registration Act notification requirements;
 - 3) send a memorandum or form to all applicable internal units and outside entities notifying them of the offender's release date;
 - 4) obtain the proper release forms; and
 - 5) instruct the offender on transfer procedures that may entail a contract and travel permit.
2. Accounts and Gate Money:
 - a. the appropriate staff member will notify the offender accounts office of the date of release; and
 - b. the accounts office will issue a check for the balance in the offender's account, and when applicable, gate-money, upon the offender's release in accordance with *DOC Policy 1.2.15, Gate Money*.
3. Medical Clearance for offender release will follow the guidelines of *DOC Policy 4.5.22, Offender Health Care Continuity*.
4. Physical Release:
 - a. designated facility/program staff may make transportation arrangements prior to the offender's release and will complete and forward release authorization forms to the appropriate staff members. The authorization forms will include the following:
 - 1) offender's name and DOC ID number;
 - 2) current location (housing unit or facility/program); and
 - 3) type of release.
5. Records:
 - a. facility/program staff will forward offender files to the appropriate records office for storage according to direction provided in *DOC Policy 1.2.7, Inventories/Records Management*.
6. Personal Property:
 - a. when an offender is released from custody, all state property will be collected by the facility/program;
 - b. clothing appropriate to the season will be provided to offenders who were committed without salvageable or suitable clothing; and
 - c. established offender personal property procedures will be followed when transferring offender property to another facility/program.

V. CLOSING

Questions concerning this policy should be directed to the appropriate administrator or the Technical Corrections Bureau.

VI. REFERENCES

Subject: RELEASE, TRANSFER, AND MOVEMENT PROCEDURES

- A. *2-15-112, MCA*
- B. *46-24-212, MCA*
- C. *53-1-203, MCA*
- D. *53-30-111, MCA*
- E. *DOC 1.2.7, Inventories/Records Management*
- F. *DOC 4.5.22, Offender Health Care Continuity*
- G. *DOC 1.2.15, Gate Money*

VII. ATTACHMENTS

[DOC Admission/Discharge Report \(ADR\)](#)

[PDF](#)

[DOC Admissions and Discharge Reporting \(ADR\) \(Processing\) Matrix](#)

[PDF](#)