



**DEPARTMENT OF CORRECTIONS  
PROGRAMS AND FACILITIES BUREAU  
OPERATIONAL PROCEDURE**

Procedure:	<b>PFB 6.2.424 DISCIPLINARY PROCESS IN CONTRACT FACILITIES</b>
Effective Date:	07/29/2019 <span style="float: right;">Page 1 of 11</span>
Revisions Date(s):	10/13/2021
Reference(s):	PPD 4.6.202; PPD 6.3.101; PPD 6.4.102; PPD 6.4.205; PPD 6.4.206; 46-23-1002, MCA; 46-23-1004, MCA; 46-23-1011 and 1012, MCA; 46-23-1015, MCA; 46-23-1021, MCA; 46-23-1023 and 1024, MCA; 53-1-203, MCA
Signature / Title:	/s/ Megan Coy, Programs and Facilities Bureau Chief

**This procedure is referenced as follows in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, and START:**

- **ACCD 3.4.100 Offender Discipline, ACCD 3.4.101 Disciplinary Codes, and ACCD 3.4.102 Offender Removal and Detention in Section 3.D. Offender Management; Offender Misconduct & Removal from Facility**
- **ACCD 5.1.104 Warrants for Offenders in ACCD Programs/Facilities in Section 3.D.1. Offender Management; Offender Misconduct & Removal from Facility; Detention**

**I. PURPOSE:**

To ensure due process, Programs and Facilities Bureau contract facilities will follow established disciplinary hearing procedures when addressing alleged misconduct violations by adult offenders.

**II. DEFINITIONS:**

**Disciplinary Hearing** – A formal hearing that provides applicable due process requirements to confront offender violations of PFB facility rules, or conditional release or furlough conditions of supervision.

**Hearings Officer** – A Department employee who, as an impartial person, conducts hearings for offenders on community supervision or in a PFB facility.

**IPPO-Institutional Probation & Parole Officer** – A Probation & Parole Officer whose worksite is located in a prison or PFB facility.

**Intervention Hearing** – For the purposes of this procedure, an informal administrative hearing conducted by a Probation & Parole Hearings Officer when it is reasonably believed that an offender has a misconduct or rule violation while in a PFB facility. §46-23-1015, MCA

**Lay Advisor/Interpreter** – A staff member or other responsible adult who can assist an offender with the hearing process when the offender is illiterate, does not understand English, or where the complexity of the issue makes it unlikely that the offender will be able to collect and present evidence.

**Misconduct Violations** – Separated into three (3) categories with appropriate interventions for each category:

- **Class I Offense** – A very serious misconduct or rule violation that has or could jeopardize the safety and security of the community or PFB program/facility. These violations may be a felony and may be prosecuted in a court of competent jurisdiction.

- *Class II Offense* – A serious misconduct or rule violation that poses a threat to the community and/or violates a major program/facility rule.
- *Class III Offense* – Misconduct or rule violation which by themselves are determined not to jeopardize the offender’s status or seriously violate program/facility rules. These violations are considered less serious but have the potential to pose a risk to the community or the offender.

**PFB-Programs and Facilities Bureau** – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services.

**PPD-Probation and Parole Division** – The Division oversees the Probation & Parole regional offices and interstate transfers.

**Probationer** – For the purpose of this procedure, an offender ordered by the District Court to serve a period of commitment time for a suspended or deferred imposition of sentence (probation); or an adult offender committed to the authority of the Department and required to be released by the District Court to community supervision upon sentencing or disposition (DOC probation). §46-18-201, MCA

**Programs and Facilities Contract Manager** – The Department’s employee(s) who acts as the liaison for services and monitors the contractual agreements between the Department and PFB contract facilities.

**Registered Victim** – A person registered with an automated notification system (e.g., VINE) used by the Department and/or who is identified in OMIS as registered with the Department to receive location and custody status updates about adult offenders under Department supervision.

**Secure Placement** – A management decision to place an offender at a secure facility when it has been determined the offender is inappropriate for community placement for objective reasons.

**Up to 90-day Intervention Referral** – A probation, parole, or conditional release offender referred for placement in a PFB facility for up to 90 days by a Hearings Officer in accordance with the *Montana Incentives and Intervention Grid for Probation & Parole* and resulting from an intervention hearing. (§46-23-1015, MCA and §46-23-1024, MCA)

**Up to 9-month Revocation Referral** – A probation or parole offender referred for placement in a PFB facility for up to 9 months as a requirement of the court or Board of Pardons and Parole and resulting from a revocation hearing. (§46-18-203, MCA and §46-23-1025, MCA)

**VINE-Victim Information and Notification Everyday** – An automated telephone, email, and text notification system which provides location and custody status updates about adult offenders under Department supervision.

### III. PROCEDURES:

#### A. GENERAL GUIDELINES:

1. Upon admission to a PFB facility, offenders will be provided with written materials containing conduct rules specifying prohibited acts within the facility, the range of interventions that may be imposed for violations, and disciplinary procedures.
  - a. Any interpretative assistance to an offender will be provided when necessary.
  - b. Offenders will sign an acknowledgement that this material was received.

2. Offenders must be informed in advance the he/she may be incarcerated until a disciplinary hearing is held based on the severity of the violation, and that the Hearings Officer may order the offender to pay the costs of the detention if he/she is found guilty. If not paid by the offender, the Department shall pay the detention facility for costs submitted to [CORContractBeds@mt.gov](mailto:CORContractBeds@mt.gov).
3. Commission of any violation that is also a violation of criminal law may result in referral of the case to the appropriate law enforcement agency for consideration for prosecution.

#### **B. OUTSTANDING WARRANTS:**

- 1. Outstanding misdemeanor warrants discovered for an offender placed in an PFB facility:**
  - a. The offender's case manager assists in contacting the court to resolve the warrant. If an appearance is required, a request for video conferencing may be made.
  - b. If offender is unable to have warrant resolved, case manager contacts the IPPO/PRC Liaison to facilitate the steps necessary to have the warrant resolved.
  - c. If a warrant is discovered from outside the county the offender is being held, the IPPO/PRC Liaison will make an effort to have the warrant resolved without the offender being transported to the county issuing the warrant.
  - d. If warrant is not resolved and offender is placed in jail, IPPO/PRC Liaison will ensure receiving jail has received a completed *PPD 4.6.300(A) Notification and Placement Warrant*.
- 2. Outstanding felony warrants discovered while an offender is in an PFB program/facility:**
  - a. The Programs and Facilities Case Manager will oversee the steps for resolution of the warrant.
  - b. Offender may remain in the facility or be placed in jail while attempts are made to resolve the warrant.
  - c. When a warrant is discovered from outside the county in which the offender is being held, attempts to resolve the warrant remotely will be made by the offender's case manager, IPPO, or PRC Liaison.
    - 1) If these attempts fail and the offender must travel to the county issuing the warrant, he/she will no longer be eligible for the program; and
    - 2) A disciplinary hearing will be held for offender's removal from the program prior to transport to the county issuing the warrant.
  - d. Upon resolution of the warrant, the local Probation & Parole office should be notified to monitor any court proceedings and facilitate offender's subsequent placement or return to the facility.

#### **C. MISCONDUCT/RULE VIOLATIONS:**

1. *Class III* Misconduct Violations should typically be processed within three (3) business days by facility staff following internal facility policies/procedures.
2. *Class I and Class II* Misconduct Violations:
  - a. Hearings for up to 90-days intervention referral and up to 9-months revocation referrals are outlined in Section V below.
  - b. Facility residents require a Disciplinary hearing with a DOC Hearings Officer within five (5) business days. Facility staff will follow internal procedures for reporting and investigating alleged violations, and complete disciplinary reports that include, but are not limited to, the following information and provide the reports to the Hearings Officer:
    - 1) specific rule(s) violated;
    - 2) a formal statement of the charge;

- 3) any unusual offender behavior;
  - 4) any staff witnesses;
  - 5) any physical evidence and its disposition;
  - 6) any immediate action taken, including the use of force; and
  - 7) reporting staff member's signature, and date and time of report.
- c. Offender has the right to:
- 1) have a written copy of the charges placed against them at least 48 hours prior to a disciplinary hearing, or waive the 48-hour notice;
  - 2) speak on his/her own behalf or remain silent;
  - 3) call and question witnesses (when witness can provide information relevant to the violation and to do so would not endanger the witness);
  - 4) present evidence pertinent to the allegation; and
  - 5) appeal the decision if he/she was not afforded due process rights.
- d. Lay advisor is provided if needed.
- e. Certain violations may be appropriate for pre-hearing jail time (see below).

#### **D. FACILITY INTERVENTIONS :**

1. *Class I and Class II Offenses:* Requires a Disciplinary hearing. Appropriate interventions may include, but are not limited to:
  - a. jail/sanction bed up to 30 days;
  - b. reprimand;
  - c. schedule change;
  - d. pass or travel restriction;
  - e. extra duty work assignments;
  - f. community service hours;
  - g. restitution for damage to facility caused by offender (facility must submit documentation of cost of repairs to Hearings Officer and offender before or at the time of hearing);
  - h. substance use treatment if indicated by a current evaluation; or
  - i. removal from program (may result in placement at an assessment/sanction center or Montana State Prison (MSP)/Montana Women's Prison (MWP)).
  - j. A Class II Offense may be reduced to a Class III offense with appropriate interventions.
2. *Class III Offense:* Typically written up and/or processed by the facility staff. An informal hearing may be conducted by the facility to determine appropriate interventions which may include, but are not limited to:
  - a. see #b-f listed under Class I and Class II offenses; or
  - b. privilege restrictions.

#### **IV. DISCIPLINARY HEARING REQUIREMENTS:**

##### **A. GENERAL INFORMATION:**

1. Hearings Officers will ensure the guidelines outlined in *PPD 6.4.206 Adult Probation & Parole Field Hearings* are followed.
2. Violations by up to 90-days intervention referrals and up to 9-months revocation referrals are outlined in Section V below.

3. Generally, the Hearings Officer, one representative from the facility where the alleged violation occurred, and the offender must be present at the hearing. The offender may be removed from the hearing or not attend if the Hearings Officer determines the offender's presence will be disruptive or presents a clear and convincing danger to those in attendance.
  - a. The Hearings Officer may hear testimony from witnesses, the reporting staff, and the charged offender.
  - b. The offender may call witnesses on his/her behalf when such witnesses are reasonably available, have relevant information regarding the violation(s), can meet the requirements of entering the facility, and their presence is not deemed to place others at risk of harm. If a witness will not be present at the hearing, his/her written or recorded testimony may be received and considered for inclusion at the hearing.
  
4. Hearings will be recorded by the Hearings Officer and maintained for a minimum of five (5) years; therefore, all persons must speak audibly throughout the hearing.
  - a. Recording will not be stopped unless the Hearings Officer, upon hearing all the evidence, needs more time to make a decision: he/she can stop the hearing for a few minutes, excuse the persons in the hearing, and stop the recording. Recording will be restarted for the announcement of the final decision.
  - b. Recording will be made available to the P&P Bureau Chief or designee if offender indicates he/she will be appealing the hearing decision.
  
5. The Hearings Officer may postpone or continue the hearing for a reasonable time and good cause, e.g., defense preparation, investigation of related factual matters, offender illness, quarantine, or unacceptable behavior during the hearing process, outbreak of disease at facility, or to consider the evidence for decision. All reasons for the delay will be documented in OMIS by the Hearings Officer and communicated to the facility. Facility staff will then inform the offender in writing.
  
6. Removal of Offender from Program:
  - a. The offender's placement at the facility may be terminated by the Hearings Officer for the following reasons:
    - 1) behavioral issues in violation of facility rules;
    - 2) offender refuses to participate in the program; or
    - 3) program ineligibility due to unresolved outstanding felony warrants.
  - b. Upon termination from the program, offender will be placed in jail or sanction/hold bed pending further placement unless otherwise approved by the Hearings Officer.
  - c. *PFB 6.2.437(E) Progress/Summary Report* is completed and submitted as outlined in Section IV.B.14 below.

**B. HEARING PROCEDURES AND RESPONSIBILITIES:**

1. Pre-hearing detention or on-site confinement is at the facility's discretion.
  - a. Facility staff contacts POII for warrant for off-site detention placement and if the POII or designee cannot be reached, the facility has the authority to use a pre-signed warrant to place the offender in the local detention facility. The facility will inform the POII or designee of the detention placement by 8:00 a.m. the following business day.
  - b. The facility will arrange transport to the detention center.

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2. Facility notifies the Hearings Officer of the offender's write-up and a hearing is held within five (5) business days.
3. Facility staff completes *PPD 6.4.206(K) Statement of Charges/Notice of Disciplinary Hearing and Rights* and serves on offender at least 48 hours prior to the hearing. Reviews *Statement/Notice* with offender to inform him/her of their right to:
  - a. waive the 48-hour notice;
  - b. speak on his/her own behalf or remain silent;
  - c. call witnesses to testify at the hearing and question them (if witness can provide information relevant to the violation and to do so would not place the witness or others present at the hearing at risk of harm);
  - d. present evidence pertinent to the allegation; and
  - e. appeal the decision if he/she was not afforded due process rights.
4. If offender indicates he/she is refusing to attend the hearing, he/she will initial that section of the *Statement/Notice*. If offender refuses to initial and/or sign the form, facility staff will write "Offender refuses to attend hearing and refused to sign form" across the form, sign it, and have all persons witnessing the refusal also sign the form.
5. Facility staff will send copies of disciplinary and incident reports, the signed *Statement of Charges/Notice of Disciplinary Hearing*, and physical evidence of alleged violations (i.e., video, UA, BA) to the Hearings Officer prior to the hearing.
  - a. Copies of the reports and *Statement/Notice* are provided to the offender, and offender is given an opportunity to review the physical evidence.
  - b. Videos should be sent to the Hearings Officer by disc. If there is a possibility that the disc will not reach the Hearings Officer prior to the hearing, the video should be sent via file transfer service, and then by disc within 3 business days.
6. Facility staff provides *PPD 6.4.206(J) Request for (or Waiver of) Witnesses* to offender for completion prior to the hearing. If offender is incarcerated, designated facility staff will notify witnesses if provided needed information. If able to contact any of the witnesses by phone, staff will provide the time and place of the hearing and document notification.
7. Lay or staff advisor/interpreter is appointed at offender's request or if deemed necessary by Hearings Officer to help offenders understand the charges against them, the hearings process, the process for presenting their version of the charges, and the process to appeal.
8. Hearings Officer will review the offender's current violation(s) and physical evidence (i.e., video of alleged violation, UA, BA).
9. At the hearing, the Hearings Officer:
  - a. speaks about all steps of hearing process and due process rights to offender;
  - a. informs offender of possible interventions;
  - b. reminds offender that he/she must respond audibly;
  - c. gives both the representative from the facility and the offender an opportunity to present evidence and make a recommendation; and

- d. if a video of the alleged violation is available, it is played during the hearing.
  - 1) If the Hearings Officer is unable to play the video because of logistics or safety issues, the Hearings Officer will discuss his/her review of the video after all evidence has been presented by the facility and offender.
  - 2) Video must be retained with hearing documents and be available for hearing appeals.
- 10. At the end of the hearing, the Hearings Officer reviews information obtained during hearing, the violation(s), offender's plea, and weighs the evidence presented.
- 11. When offender is found not in violation, Hearings Officer completes OMIS Hearings entry and *PFB 6.2.424(A) Summary of Disciplinary Hearing* within seven (7) business days:
  - a. *Summary* should not contain any confidential information (i.e. from a confidential informant or that could pose a threat to safety and security). If such issues are present, they should be presented on a separate statement and attached to the *Summary*, but not provided to the offender.
  - b. *Summary* will be provided to the offender within 10 business days of the hearing.
- 12. If offender is found in violation:
  - a. Hearings Officer will review the following to determine and impose interventions.
    - 1) current program progress including treatment completion;
    - 2) criminal history background;
    - 3) whether the offender is a DOC or MSP commitment;
    - 4) behavior in facility;
    - 5) programming/treatment; and
    - 6) length of time offender has been in the program.
  - b. Hearing paperwork must reflect start and end dates for the intervention if appropriate.
  - c. Hearings Officer advises offender of appeal process whereby *PPD 6.4.206(N) Disciplinary Hearing Appeal* must be submitted to the Probation & Parole (P&P) Bureau Chief or designee within 15 days of the hearing and must include appropriate documentation. Have offender sign *Appeal*.
  - d. Hearings Officer completes OMIS Hearings entry, *PFB 6.2.424(A) Summary of Disciplinary Hearing*, and OMIS Location Reason update within seven (7) business days, and if necessary, *PPD 4.6.300(A) Notification and Placement Warrant*.
    - 1) If substance use or possession is indicated as one of the violations, the Hearings Officer must identify the specific substance in the summary.
    - 2) If a secure placement is deemed necessary, the procedures of *PPD 4.6.202 Secure Placements* will be followed.
    - 3) Forms are forwarded as appropriate per distribution list on form. Other reports are sent upon request.
    - 4) *Summary* (without confidential information) must be provided to the offender within 10 business days of the hearing.
- 13. All forms completed for the hearing will be uploaded by the Hearings Officer as one OMIS Hearing document in the offender's record.**
- 14. If the offender's placement at the facility is terminated:
  - a. Hearings Officer will determine offender's placement upon termination:
    - 1) if placement is to an assessment/sanction center, *PPD 4.6.300(A) Notification and Placement Warrant* is completed; or

- 2) if a secure placement is deemed necessary, the procedures of *PPD 4.6.202 Secure Placements* will be followed:
    - a) If secure placement is approved, sending facility will contact MSP/MWP to confirm transfer and offender is transported to MSP/MWP.
    - b) The approved *PPD 4.6.202(A) Request for Secure Placement* is transferred with offender.
  - b. The facility will finalize and submit *PFB 6.2.437(E) Progress/Summary Report* to [coraccreports@mt.gov](mailto:coraccreports@mt.gov) and MSP/MWP Classification Bureau as follows:
    - a. within 10 days of the offender's termination (15 days for offender in the Veteran's Reentry Program);
    - b. using the following email subject line: "Facility; offender last name, first name: Discharge Summary."
15. Refer to *PPD 4.6.300(F) Where Files Go* to determine where the offender's field file should be sent.

### C. APPEAL REQUEST FROM OFFENDER:

1. The determinations resulting from a disciplinary hearing may be appealed by the offender within 15 calendar days of the hearing.
2. Written documentation which supports the offender's argument must be submitted to the P&P Bureau Chief or designee. The Bureau Chief or designee has 30 calendar days to make a ruling on the appeal and reserves the right not to consider the appeal if the written documentation is not received within the 15 days or there is inadequate documentation. If additional time is needed to obtain and/or review relevant evidence/testimony, the BC will notify the offender.
3. An appeal must be requested in writing at the time of the hearing using *PPD 6.4.206(O) Disciplinary Hearing Appeal* and must designate on which of the following grounds the appeal is based:
  - a. that there was not sufficient evidence presented by the facility to support the charges;
  - b. there was not substantial compliance by facility with applicable discipline and hearing procedures;
  - c. the offender offered relevant evidence that was improperly excluded by the hearing officer; or
  - d. the intervention imposed was not proportionate to the rule violation.
4. Upon an appeal request, the P&P Bureau Chief or designee will review:
  - a. whether there was evidence presented that was sufficient to support the charges;
  - b. the decision to determine if the appropriate procedure was followed;
  - c. if appropriate findings of fact were made; and
  - d. whether the interventions imposed were proportionate to the violation(s).
5. The P&P Bureau Chief or designee may:
  - a. Affirm: Agree with the actions of the Hearings Officer and affirm the recommendation.
  - b. Dismiss: Disagree with the actions of the Hearings Officer and dismiss the intervention.
  - c. Modify: Reduce or suspend the intervention.
  - d. Return the case to the Hearings Officer for rehearing based on new evidence or procedural errors.
6. The decision of the P&P Bureau Chief or designee is final and cannot be appealed by the offender.



7. If it is determined that the facility clearly did not follow appropriate disciplinary procedures, or the findings of fact were clearly erroneous, the offender may be reinstated at the facility at the next available opening.

**D. APPEAL REQUEST FROM FACILITY:**

1. If the facility does not agree with the initial hearing results, or with the offender appeal decision, the facility may appeal to the PFB Bureau Chief.
2. A letter articulating the reasons for the facility's appeal and stating why a placement back to the facility is not appropriate must be submitted to the [correquests@mt.gov](mailto:correquests@mt.gov) within seven (7) business days following the determination using the following email subject line: "Facility; offender last name, first name, DOC ID#, Hearing Appeal."
3. The PFB Bureau Chief or designee has 30 calendar days to make a ruling on the facility's appeal.
4. If the hearing or offender appeal ruling is that the offender should be reinstated contrary to the facility's recommendation, the offender should be reinstated at the facility at the next available opening. Offender will remain in the custody of the local detention facility until an opening is available.
5. If deemed appropriate, and subject to screening and approval procedures, PFB Bureau Chief or designee may recommend an alternative placement of offender.

**V. UP TO 90-DAYS INTERVENTION REFERRAL AND UP TO 9-MONTHS REVOCATION REFERRAL OFFENDERS:**

**A. GENERAL INFORMATION:**

1. The offender's supervising Probation & Parole (P&P) Officer or PFB staff should be contacted by facility staff when there are any questions or issues that arise during an offender's intervention or revocation referral placement.
2. Offenders cannot be placed in jail without the supervising P&P Officer's authorization and following the specific time limitations (see *PPD 6.4.102 Offender Arrest/Pick Up and Hold/Release*).
3. Placement in another PFB facility pending hearing is not allowed.
4. Outside of business hours, facility staff should contact the on-call Officer in the region where the offender originated, who will document the contact in OMIS and email the offender's officer of record and supervisors. Supervising P&P Officer will follow-up with facility staff the next working day. On-call contact numbers are as follows:
  - a. Region I: Missoula – 406-240-2031 and Butte – 406-491-1618
  - b. Region II: Helena – 406-439-4861 and Bozeman – 406-580-0462
  - c. Region III: Great Falls – 406-231-1399
  - d. Region IV: Billings – 406-860-0523
  - e. Region V: Kalispell – 406-253-1876
  - f. Region VI Havre – 406-879-9421

5. Intervention or revocation referral offenders who leave the facility or attempt to leave without authorization from the facility or Probation & Parole are not considered escapees; however, the procedures specific to these offenders are outlined in Section F of *PFB 6.2.422RD Facility Escapes*.

**B. PROBATIONERS – 90-DAY INTERVENTION OR 9-MONTHS REVOCATION REFERRALS:**

1. Up to 90-days Intervention Referral Probationer:
  - a. Violations are addressed through an intervention hearing following the procedures of *PPD 6.4.206 Adult Probation & Parole Field Hearings*.
  - b. Hearings Officer will determine whether to respond with an appropriate intervention or remove offender from the facility. If offender will be removed, the supervising P&P Officer will determine an appropriate response pursuant to *PPD 6.3.101(A) Montana Incentives and Interventions Grid for Adult Probation & Parole (MIIG-P&P)*.
2. Up to 9-months Revocation Referral Probationer:
  - a. Supervising P&P Officer will determine whether the violation will be addressed through an intervention hearing or warrants the removal of the offender from the facility and a formal revocation.
  - b. If offender will be removed from the facility, offender is arrested pursuant to *PPD 6.4.102 Offender Arrest/Pick Up and Hold/Release*. *PPD 6.4.205(A) Report of Violation* is completed and submitted to the county attorney pursuant to the procedures of *PPD 6.4.205 Report of Violation for Probation or Parole*.

**C. PAROLEE – 90-DAY INTERVENTION OR 9-MONTHS REVOCATION REFERRAL:**

1. Violations are addressed by a Hearings Officer through an initial on-site hearing following the procedures of *PPD 6.4.206 Adult Probation & Parole Field Hearings*.
2. If an intervention is determined to be appropriate, hearing is converted to an intervention hearing.
3. If offender will be removed from the facility, offender is arrested pursuant to *PPD 6.4.102 Offender Arrest/Pick Up and Hold/Release*. *PPD 6.4.205(A) Report of Violation* is completed and submitted to the Board of Pardons and Parole pursuant to the procedures of *PPD 6.4.205 Report of Violation for Probation or Parole*.

**D. CONDITIONAL RELEASE OFFENDERS – 90-DAY INTERVENTION REFERRAL:**

1. Violations will be addressed through a disciplinary hearing following the procedures of *PPD 6.4.206 Adult Probation & Parole Field Hearings*.
2. If an intervention is determined to be appropriate, hearing is converted to an intervention hearing.
3. If offender will be removed from the facility, offender is arrested pursuant to *PPD 6.4.102 Offender Arrest/Pick Up and Hold/Release* and procedures to revoke offender's conditional release are followed. A determination will be made whether to place offender in an assessment/sanction center or complete a secure placement to MSP/MWP.

**VI. CLOSING:**

Questions regarding this procedure will be directed to the Facility Administrator, Probation & Parole Bureau Deputy Chief, or Programs and Facilities Bureau Chief.

**VII. FORMS:**

PFB 6.2.424 (A)	Summary of Disciplinary Hearing - OMIS
PFB 6.2.437 (E)	Progress/Summary Report
PPD 6.4.206 (C)	MIIG-P&P Intervention: Hearing Summons and/or Violation Response
PPD 6.4.206 (J)	Request for (or Waiver of) Witnesses
PPD 6.4.206 (K)	Statement of Charges/Notice of Disciplinary Hearing and Rights
PPD 6.4.206 (N)	Disciplinary Hearing Appeal
PPD 6.4.205 (A)	Report of Violation
PPD 4.6.202 (A)	Request for Secure Placement
PPD 4.6.300 (A)	Notification and Placement Warrant