



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

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| Procedure: | PPD 1.5.502 OFFENDER MANAGEMENT INFORMATION SYSTEM |
| Effective Date: | 01/08/2020 Page 1 of 2 |
| Revision Date(s): | |
| Reference(s): | DOC 1.3.2; DOC 1.7.3; DOC 1.7.7; 46-23-1004, MCA |
| Signature / Title: | /s/ Kevin Olson, Probation and Parole Division Administrator |

I. PURPOSE:

Probation and Parole Division staff will follow established procedures for inputting data into the Department's Offender Management Information System, or future generation information and reporting systems, to enable the Division and the Department in making informed management decisions with respect to staffing, offender programs, and legislation. OMIS also greatly enhances the sharing of offender information with local, state, and federal law enforcement agencies.

II. DEFINITIONS:

Accuracy, Completeness, and Timeliness – All information entered is correct; all of each record's fields are completed and contain all pertinent information; and information is entered as close to the triggering event as possible.

OMIS-Offender Management Information System – The Department's electronic data collection and reporting system.

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

Triggering Event – Any change that affects the accuracy of information stored in Department information systems, e.g., change in custody level or location, address, gender, life-status.

III. PROCEDURES:

A. GENERAL PROVISIONS:

1. By accessing resources available on Department computers (OMIS, internet, etc.), the user is agreeing to follow Department policies regarding these resources. Violators may be subject to disciplinary action up to and including termination.
2. Under no circumstances will an offender be allowed to use a computer to access OMIS.
3. PPD staff shall be trained to input necessary offender data into OMIS. Staff will promptly input offender data ensuring accuracy, completeness, and timeliness (see also *DOC Policy 1.7.3, Data Quality*).
4. All staff will complete mandatory training that promotes the awareness of information security and good practices for all.

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| Subject: OFFENDER MANAGEMENT INFORMATION SYSTEM |
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5. Directives and OMIS computer desktop or reference guides with directions for entering offender information will be followed by all staff. *Computer User Guides* are found on the DOC intranet under "Employee Resources".
6. Staff may be expected to participate in the design, testing, and implementation of new data collection and reporting systems being developed by the Department.

B. USE OF OMIS:

1. OMIS is considered an official record of the Department and is used to conduct state business only.
2. There is no right of privacy in the use of OMIS and all aspects of staff usage may be monitored.
3. The procedures of *PPD 1.5.500 Offender Records Access and Release* will be followed in determining offender OMIS information that is allowed to be released.
4. An OMIS record is formally established at the time of an adult offender's sentencing or when he/she has been transferred to Department custody or supervision. Offender information is entered into the proper OMIS modules.
5. Chronological notes will be entered and maintained on an ongoing basis throughout an offender's supervision. They must include all contact and triggering events pertaining to the offender.
6. Most OMIS entries should be accomplished within the workday and no later than the workweek.

IV. CLOSING:

Questions concerning this procedure should be directed to the Deputy Chief or Probation & Parole Bureau Chief.