



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

Procedure No.: PPD 4.6.204	Subject: PAROLE PLACEMENT INVESTIGATION
Reference: DOC 1.8.1; 46-23-201, MCA; 46-24-212, MCA	Page 1 of 3
Effective Date: 10/24/17	Revised:
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

I. PURPOSE:

Probation and Parole Division employees will follow established procedures when evaluating the parole plan for offenders who have been granted a parole by the Board of Pardons and Parole (BOPP).

II. DEFINITIONS:

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, prerelease, and treatment services.

VINE-Victim Information and Notification Everyday – An automated telephone, email, and text notification system that the Department purchases on contract from Appriss, Inc., which provides location and custody status updates about adult offenders under Department supervision.

III. PROCEDURES AND RESPONSIBILITY:

- A. When considering parole for an offender, the Board of Pardons and Parole (BOPP) will complete *BOPP Request for Investigation* and submit it to an IPPO. BOPP
- B. IPPO will look in VINE for registered persons and make notification at least 10 calendar days prior to parole date, providing the following information: IPPO
 - 1. change in location and custody status;
 - 2. date of parole;
 - 3. community in which the offender will reside;
 - 4. conditions of parole; and
 - 5. victim has opportunity to respond with written or oral input; provide name, address, and phone number to whom the victim should respond.
 - 6. Complete victim/witness notification section on *Request*.
- C. *BOPP Request for Investigation* is submitted to all POIIs in the Probation & Parole (P&P) office that will be supervising the offender to verify a parole plan. IPPO
- D. Parole plan is assigned to P&P Officer. A chronological entry in offender’s OMIS record is made noting assignment. POII
- E. Assigned P&P Officer must complete review, investigation, and evaluation of plan within 5 business days: P&P Officer

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1. Investigation and evaluation of plans may be extended to 15 business days for an offender with extenuating or prohibitive circumstances (i.e., sexual or violent offender).
 2. Extension must be approved by the Deputy Chief (DC) or designee, and a chronological entry is made documenting reason for extension. DC/designee
- F. The initial plan review, investigation, and evaluation includes: P&P Officer
1. *Residence*: Appropriateness and public safety concerns.
 2. *Employment and/or Program*: Adequacy and appropriateness.
 3. *Other Pertinent Information*: Risk/needs and community resources.
 4. *Special Conditions*: Special conditions that would enhance the prospects of success.
 5. *Victim Input*: Provide whether victim response was received.
- G. Completion of *PPD 1.5.504(A) Investigation and Recommendation for Acceptance/Denial of Parole Plan*, and chronological entry made including findings based on investigation and review: P&P Officer
1. RECOMMENDATION FOR ACCEPTANCE: Enters conditions into OMIS and completes *P&P 60-1(E&F) Conditions of Probation & Parole-OMIS* including conditions from BOPP disposition and forwards to BOPP with *Investigation and Recommendation for Acceptance/Denial of Parole Plan* and reporting instructions. To request additional special conditions, Officer must also include a completed *BOPP Waiver of Appearance for Additional Special Conditions*. If approved, special conditions will be added to offender's *Conditions*.
 2. RECOMMENDATION FOR NON-ACCEPTANCE: Recommendation must be complete and specify the reasons for denial of the plan. P&P Officer
 - a. Officer must offer all alternatives to the plan that could result in an accepted plan.
 - b. Officer will consult with IPPO or PRC Liaison for appropriate alternatives and note adjustments to the plan.
 - c. Officer's supervisor must review and sign the *Investigation and Recommendation* if initial review finds plan unacceptable. POII
 - d. *Investigation and Recommendation for Acceptance/Denial of Parole Plan* is returned to BOPP for further consideration.
 3. RECOMMENDATION FOR PARTIAL ACCEPTANCE: If the plan is found to be partially acceptable, Officer contacts IPPO or PRC Liaison to determine acceptable alternatives to make plan successful and notes adjustments to the plan. P&P Officer
 - a. *Investigation and Recommendation for Acceptance/Denial of Parole Plan* is returned to BOPP for further consideration.
 - b. The file will not be returned to BOPP until case is discussed.

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| H. Informs P&P Officer and IPPO or PRC Liaison of the parole date. P&P Officer provides specific reporting instructions. | BOPP
P&P Officer |
| I. Offenders are not to be released or placed onto parole until official parole certificate (gold seal) is received from the BOPP and <i>P&P 60-1(E&F) Conditions of Probation & Parole-OMIS</i> is signed. A parole certificate for offender paroling from a furlough will be issued the next day. | IPPO or PRC Liaison |
| J. A change in the offender's OMIS Location and Status will initiate VINE notification. | IPPO, PRC Liaison,
or P&P Officer |
| K. A weekly notification of the plan status list will be sent to CORAO@mt.gov . | BOPP |

IV. CLOSING:

Questions regarding this procedure should be directed to the POII, Deputy Chief, or Board of Pardons and Parole.

V. FORMS:

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| PPD 4.6.204 (A) Investigation and Recommendation for Acceptance/Denial of Parole Plan | |
| BOPP | Request for Investigation |
| BOPP | Waiver of Appearance for Additional Special Conditions |