



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

Procedure:	<b>PPD 4.6.600 FURLOUGH PROGRAM</b>
Effective Date:	10/24/2017 <span style="float: right;">Page 1 of 5</span>
Revision Date(s):	01/08/2020; 04/15/2022
Reference(s):	DOC 1.8.1; DOC 4.6.6; 2-15-112, MCA; 45-7-306, MCA; 46-23-215, MCA; 46-23-218, MCA; 46-23-1023, MCA
Signature / Title:	/s/ Kevin Olson, Probation and Parole Division Administrator

**I. PURPOSE:**

Probation and Parole Division staff will follow established procedures for supervision of adult offenders who have been granted a furlough by the Board of Pardons and Parole to obtain a condition that is difficult to fulfill due to incarceration, such as living arrangements and/or employment.

**II. DEFINITIONS:**

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

**Parole** – Status of an offender who is sentenced to a prison term and is released by the Board of Pardons and Parole prior to his/her prison discharge date and supervised by the Probation & Parole Bureau.

**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.

**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 PROVISIONS:**

1. To receive a furlough, the Board of Pardons and Parole (BOPP) must have approved the offender for parole contingent on the offender obtaining or securing suitable living arrangements, verified employment, and/or another requirement determined necessary by the BOPP.
2. Offenders must meet the parole eligibility dates required by §46-23-201, MCA.
3. During the furlough, the offender is not on parole, remains in the legal custody of the Department, and is subject to all rules and conditions imposed by statute, the BOPP, or Department.
4. An offender being furloughed is not eligible for gate money, but may be eligible for financial assistance if he/she meets the criteria and follows the procedures outlined in *DOC 1.2.12(A) Global Fund Release Assistance Operations Procedure Guide*.

5. Any violation of a rule or condition of furlough may result in the immediate termination of the furlough.

## B. PROCEDURES AND RESPONSIBILITIES:

1. **Furlough Application and Release:** A furlough is only appropriate for offenders releasing directly from a secure facility who have been granted a parole by the BOPP.
  - a. When directed by the BOPP to request a furlough, the offender will contact his/her case manager or an IPPO to begin the required paperwork.
  - b. When a furlough is deemed appropriate, the IPPO will look in VINE for registered persons and make notification at least 10 calendar days prior to the anticipated furlough date and provide the following information. Notification is documented:
    - 1) change in location and/or custody status;
    - 2) anticipated dates of furlough;
    - 3) community in which the offender will reside;
    - 4) conditions of furlough;
    - 5) offender may parole from furlough; and
    - 6) victim has opportunity to respond with written or oral input; provide name, address, and phone number of the person to whom the victim should respond.
  - c. A completed *BOPP Request for Investigation* requesting a furlough and *PPD 4.6.600(A) Furlough Request & Permit* is submitted to the BOPP.
  - d. If approved, the *BOPP Request for Investigation, PPD 4.6.600(A)*, and offender's file is forwarded to all POIIs in the Probation & Parole (P&P) office that will be supervising the offender.
  - e. POII will assign the *Request* to a P&P Officer and note assignment in offender's OMIS chronologicals.
  - f. Assigned P&P Officer must review all documents and offender file within 5 business days. The furlough request plan must include living arrangements during the furlough.
  - g. Upon plan approval, IPPO completes *PPD 4.6.600(B) Furlough Program Rules* with the offender. The offender's initials and signature on the *Rules* indicates agreement to comply with all rules and any special conditions imposed by the BOPP. IPPO will:
    - 1) submit *PPD 4.6.600(B) Furlough Program Rules* to BOPP for approval.
    - 2) contact supervising P&P Officer after receiving BOPP approval to set date for furlough to begin, considering the 10-day notification requirement for sexual/violent offender registration if applicable. The IPPO determines when and under what circumstances the offender leaves the facility. Prior to release:
      - a) complete appropriate paperwork for *DOC 1.5.13 DNA Testing/Collection of Biological Sample* and/or *PPD 1.5.1000 Sexual and Violent Offender Registration and Level Designation*, when applicable.
      - b) notify MSP/MWP Records Department and Accounting Office of the approved furlough and scheduled date of departure.
      - c) complete *Travel Permit-OMIS*. The offender is responsible for transportation arrangements as noted on the *Furlough Request & Permit*, including the cost of a bus ticket. Arrangements with family or friends may be made.
- 3) make appropriate OMIS entries.

- 2. Escape:** If the offender fails to report as ordered to the supervising P&P Officer, or fails to return to the facility as ordered in the furlough permit, the offender may be charged with escape pursuant to §45-7-306, MCA, and §46-23-215, MCA. IPPO and P&P Officer will ensure the following are completed:
- a. Pursuant to *PPD 1.1.600 Priority Incident Reporting-PPD*, escape or a serious attempt to escape is a Priority I incident and requires notification as follows below:
    - 1) Immediate verbal notification of a confirmed escape or attempted escape will be made within one (1) hour to the following:
      - a) The appropriate PPD Bureau Chief;
      - b) MSP Command Post at **(406) 415-6250**; and
      - c) Local law enforcement agency.
    - 2) A change in the offender's OMIS Location screen will be made showing the escape.
      - a) OMIS initiates notifications to VINE-registered victim(s) when applicable;
      - b) Officer will make notification to any Department-registered victims identified in OMIS and victims requesting notification; and
      - c) Officer will notify the Victim Program Manager (VPM) or designee if the offender's current sentence is for a registerable offense under §46-23-502, MCA, or stalking or negligent homicide. VPM will also contact victims.
    - 3) *PFB 6.2.423(C) Escape Incident Report* is completed in its entirety and, if possible, is emailed to [corescapes@mt.gov](mailto:corescapes@mt.gov) within one (1) hour of verbally reporting the incident to the MSP Command Post.
    - 4) The BOPP is notified of escape as soon as possible. If escape occurred after office hours, BOPP is notified the next morning.
    - 5) To assist in the prosecution of an offender apprehended after an escape, the information listed in *PFB 6.2.422(G) RD Information for Escape Prosecution* will be gathered and sent to the Powell County Attorney's Office within 10 days of the escape by one of the methods described on the form. . Chronological entry is made noting when the copy was sent.
    - 6) Offender field files will be sent to the Board of Pardons and Parole.
- 3. Violations:**
- a. If the furloughed offender violates any rule or condition of the furlough, the supervising P&P Officer may immediately arrest the offender or have the offender arrested pursuant to §46-23-1023, MCA.
  - b. A change in the offender's OMIS Location will initiate VINE notification.
  - c. Prior to the offender's return to the facility, a Disciplinary hearing will be conducted pursuant to *PPD 6.4.206 Adult Probation & Parole Field Hearings*.
    - 1) all paperwork associated with the hearing will be uploaded into the offender's file as OMIS Hearing documents; and
    - 2) appropriate notifications to the Institutional Hearings Officer, the BOPP, and the Institutional Classification Officer will be made.
  - d. The offender is subject to prosecution for any criminal offense committed while on furlough.
  - e. The BOPP may proceed in any way deemed appropriate including rescission of the parole decision.

- 4. Extension of Furlough:** If offender is unable to secure the BOPP requirement during the furlough, he/she may request an extension for the number of days required to complete the requirement; however, the extension will not exceed 10 days under any circumstances.
- Offender will submit a completed *PPD 4.6.600(C) Furlough Extension Request* to supervising P&P Officer.
  - If approved, P&P Officer will obtain an approval from the BOPP/Deputy Chief. *Extension Request* will be faxed/scanned to BOPP.
  - MSP/MWP Records and Count Office are notified of the extension.
  - Victim notification is made and documented by the supervising Officer regarding the extension.
- 5. Parole from the Furlough:** A furloughed offender who secures the requirements of the BOPP that have been approved by the supervising P&P Officer is eligible for parole without returning to the facility. Officer will:
- notify the BOPP that the offender has secured the requirements of the BOPP.
  - make victim notification providing the following information and document notification:
    - change custody status;
    - date of parole;
    - community in which the offender will reside; and
    - conditions of parole.
  - complete *PPD 6.3.201(E&F) Conditions of Probation & Parole*:
    - offender must initial and sign *Conditions*;
    - scan/fax copy of *Conditions* to the BOPP and verify *Conditions* were received.
  - MSP/MWP Records will determine the final sentence expiration date (discharge date) and enter OMIS data, releasing offender to parole.
  - BOPP will issue a Parole Certificate effective the date *Conditions of Probation & Parole* is signed.
  - Upon receipt of Certificate, P&P Officer will:
    - complete remaining sign-up procedures pursuant to *PPD 6.3.201 Administrative and Sign-Up Procedures for Adult Community Supervision*; and
    - give offender original Parole Certificate and place copy in field file.
    - change offender's OMIS Location. This will initiate VINE notifications when applicable.
- 6. Return to Facility:** An offender who cannot meet the requirements of the BOPP during the furlough must be returned to a secure facility.
- Supervising P&P Officer will:
    - place offender into custody using a field warrant;
    - complete *PPD 4.6.300(A) Notification and Placement Warrant* and contact MSP/MWP Transportation to facilitate transportation arrangements; and
    - change offender's OMIS Location. This will initiate VINE notifications when applicable.
  - Once returned, the offender may reapply for the furlough program if all eligibility criteria are met.

#### IV. CLOSING:

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

Subject: FURLOUGH PROGRAM

**V. FORMS:**

PPD 4.6.600 (A)	Furlough Request & Permit
PPD 4.6.600 (B)	Furlough Program Rules
PPD 4.6.600 (C)	Furlough Extension Request
PPD 4.6.300 (A)	Notification and Placement Warrant
PFB 6.2.422 (C)	Escape Incident Report
PFB 6.2.422 (G) RD	Information for Escape Prosecution
PPD 6.1.211 (A)	Travel Permit - OMIS
BOPP	Request for Investigation