



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

Procedure:	PPD 6.1.102 EXPENDITURES OF SUPERVISION FEES
Effective Date:	10/01/2020 Page 1 of 2
Revision Date(s):	
Reference(s):	DOC 1.2.8; DOC 1.2.9; 46-23-1031, MCA
Signature / Title:	/s/ Kevin Olson, Probation and Parole Division Administrator

I. PURPOSE:

Established procedures will be followed for the expenditures of supervision fees collected from offenders.

II. DEFINITIONS:

Management – PPD employees with management or supervisory responsibilities and duties including the PPD Administrator, Bureau Chief, Deputy Chief, and Probation & Parole Officer II (POII).

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

Supervision Fee – A fee assessed to each offender under Probation & Parole Bureau supervision pursuant to §46-23-1031, MCA, for basic supervision costs and as a means of offender accountability.

III. PROCEDURES:

A. GENERAL INFORMATION:

1. The Montana legislature specifies the amount of supervision fee revenue to be used for the operating costs of PPD.
2. It is the responsibility of the Department’s Administrative Services Division to credit each Probation & Parole (P&P) Bureau with the amount of supervision fees available and administer the budget of the supervision fees. The analyst will provide updated supervision fee expenditures to the Bureau Chiefs monthly.
3. Management will administer the expenditures of available supervision fees in compliance with *DOC Policy 1.2.8, Procurement; DOC 1.2.8 (B) Purchasing Standard Operations Procedure Guide; and DOC Policy 1.2.9, Contracts.*

B. EXPENDITURES OF SUPERVISION FEES:

1. Priority spending of supervision fees will be for officer education/training and safety equipment.
 - a. *Education* – Enables staff to further their formal education related to corrections and correctional career enhancement (i.e., college tuition/related material).
 - b. *Staff Training* – Enables staff to participated in training sponsored by PPD, the Department, other agencies, and professional organizations. This is inclusive of per diem and lodging, training/meeting rooms, training equipment, and materials.

- c. *Supervision/Safety Equipment and Services* – Includes, but is not limited to, ammunition (both duty and practiced), OC spray, firearms, Tasers, CJIN Service, search gloves, cuffs, bulletproof vests, cell phones, hand-held radios, badges, and immunizations. Clothing items are selected from a standardized list approved by PPD. All equipment and clothing purchased by supervision fees will be required to be turned in upon termination from employment with PPD. The Deputy Chief/POII will maintain an inventory of these items for each staff member.
 - d. *Office Equipment, Supplies, and Services* – Includes desks, shelves, file cabinets, tables, phone lines, office rent/modifications, vehicles, computers, printers, and copy machines.
 - e. *Offender Services* – Services needed for offenders who are not covered by transitional assistance funds or other resources (see *PPD 6.3.402 Probation & Parole Financial Resources*).
 - f. *Awards* – Includes pins, plaques, and certificates related to staff accomplishments.
2. The P&P Bureaus may use supervision fees for other needs as determined by the mission of PPD to be necessary and appropriate.

IV. CLOSING:

Questions concerning this procedure should be directed to the Bureau Chief.