



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

Procedure:	PPD 6.1.104 EMPLOYEE HIRING AND TRANSFERS
Effective Date:	02/10/2020 Page 1 of 2
Revisions Date(s):	
Reference(s):	Local #4464; 46-23-1003, MCA; 2.21.Subchapter 37, ARM
Signature / Title:	/s/ Kevin Olson, Probation and Parole Division Administrator

I. PURPOSE:

Probation and Parole Division staff will follow established selection procedures when hiring for probation and parole bureau positions or any subsequent transfers to a vacant position in another district office or region within the state.

II. DEFINITIONS:

Employment Standard – Any job-related physical, intellectual, character, educational, or other characteristic used to measure an applicant’s suitability for a job opening.

Hiring Authority – A member designated by the division administrator to assume responsibility for overseeing the hiring, promoting, and/or transfer of PPD employees.

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

III. PROCEDURES:

A. HIRING:

1. The Probation & Parole (P&P) Eastern and Western Bureaus will adhere to the following when hiring for positions within the Bureaus:
 - a. §46-3-1003, MCA, Qualifications for probation and parole officers; and
 - b. Montana Federation of Probation and Parole Local #4464’s collective bargaining agreement regarding the posting and selection process for employees within the bargaining unit.

B. TRANSFERS:

1. The controlling factors in the selection of staff for voluntary transfer within the bargaining unit and within classification series shall be based upon eligibility, seniority, qualifications, and capabilities.
2. The same posting and selection process, and controlling factors, will also apply to those staff who are not members of the bargaining unit.
3. Staff can only be transferred within the same job classification.
4. Anyone who does not meet eligibility requirements is not prohibited from applying and competing for the desired position.

C. TRANSFER PROCEDURES:

1. A notice of vacancy is posted by the Office of Human Resources (HR) indicating the closing date for applicants to apply and must be posted for 10 calendar days.
2. Staff interested in the transfer will submit a resume and letter of intent requesting the transfer to the P&P Bureau Chief or designee. A State of Montana application is optional.
3. Selection for the transfer is based upon eligibility, seniority, qualifications, and capabilities. Measurable employment standards for assessment of applicants will be designed and documented by HR and Bureau Chief or designee.
4. Performance appraisal evaluations and personnel file will be reviewed by HR/Bureau Chief or designee for applicants not within the bargaining unit, noting both commendations and disciplinary actions. Applicant must have successfully completed any assigned performance improvement plan.
5. Eligibility requirements:
 - a. Requirements for transfer are established and will be followed under the collective bargaining agreement for staff governed by the agreement.
 - b. Requirements for transfer for staff not under the collective bargaining agreement:
 - 1) POII must have held current position for two (2) years;
 - 2) Deputy Chief must have held current position for three (3) years; and
 - 3) P&P Bureau Chief must have held current position for three (3) years.
 - c. Exceptions can be made on a case-by-case basis for P&P Bureaus' interests in meeting an operational need or for extenuating circumstances in an employee's life. Seniority, qualifications, and capabilities will be recognized and documented at the time of decision.
6. The final decision notification is given by the Bureau Chief or designee to all applicants.
7. The date for transfer is confirmed by the Bureau Chief or designee.
8. Staff chosen for transfer may use up the three (3) business days with pay, and receive mileage and per diem one way, to assist with moving and expenses.

IV. CLOSING:

Questions regarding this procedure should be directed to the Probation & Parole Bureau Chief, Probation and Parole Division Administrator, or the Office of Human Resources.