



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

Procedure:	PPD 6.3.202	IN-STATE TRANSFER OF ADULT SUPERVISION
Effective Date:	01/08/2020	Page 1 of 3
Revision Date(s):	04/28/2021	
Reference(s):	PPD 1.5.1000; PPD 1.5.1200; PPD 6.1.203; PPD 6.3.101; PPD 6.3.201	
Signature / Title:	/s/ Katie Donath, Acting Probation and Parole Division Administrator	

I. PURPOSE:

Probation & Parole Bureau staff will follow established procedures for the in-state transfer of an offender's community supervision to another in-state location.

II. DEFINITIONS:

Community Supervision – Probation, parole, conditional release, or any form of supervision in the community by a Department probation and parole officer.

Continuum of Care – An integrated network of treatment services and modalities designed to meet an offender's changing needs as that offender moves through the treatment and recovery process.

Courtesy Supervision – A temporary short-time location change for supervision that has an end date.

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

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.

Registration Agency – The police department of the city or town in which an offender resides; or the sheriff's office of the county in which an offender resides if the residence is in a place other than a city or town.

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. ELIGIBILITY FOR TRANSFER:

1. An in-state transfer should be in the best interest of the offender, regardless of his/her status, to optimize the offender's success. Courtesy supervision may be approved for an offender for a specific amount of time due to employment and/or treatment reasons, or on a case-by-case basis with supervisor approval.
2. When an offender is not in compliance with his/her conditions of supervision, and an in-state transfer is in his/her best interest, a Hearings Officer/Supervisor will consider transfer of

supervision as it relates to the goal of re-establishing compliance through interventions determined applicable by *PPD 6.3.101(A) Montana Incentives/Interventions Grid for Adult Probation & Parole (MIIG-P&P)*.

3. If the offender is transferred while facing revocation and continues to violate his/her conditions, the new supervising Probation & Parole (P&P) officer will complete an addendum to the initial report of violation.
4. The supervising office will complete placement paperwork for the offender's revocation/new sentence. The supervising office will also complete a PSI if ordered by the court.

B. TRANSFER PROCEDURES AND RESPONSIBILITIES:

1. When an in-state transfer is being considered, the offender will provide a home address, person(s) offender will be living with, employment, and any treatment information at the new location.
2. When applicable, notification to registered victims(s) is made and documented in OMIS chronologicals. The following information is provided:
 - a. community in which the offender will reside;
 - b. possible date of transfer; and
 - c. victim has opportunity to respond with written or oral input within five (5) days. Provide the name of the P&P Officer to whom the victim should respond, including Officer's address and phone number.
3. The supervising P&P Officer verifies all of the information provided by the offender.
4. The supervising P&P Officer submits offender's request, and all information provided and verified, in writing to supervisor for review and approval or denial. Supervisor reviews all of offender's OMIS records for accuracy.
5. If supervisor approves:
 - a. Supervisor contacts POII at receiving P&P office for coordination of transfer and assignment of case to receiving P&P Officer. Telephone contact is the preferred method, followed by an email contact.
 - b. Once assigned, sending P&P Officer and receiving P&P Officer staff case to provide a continuum of supervision.
 - c. *Travel Permit-OMIS* and reporting instructions are given to offender.
 - d. OMIS Entries:
 - 1) Sending P&P Officer will complete a chronological entry regarding offender's transfer plan; and
 - 2) Receiving P&P Officer will change offender's location and add new supervising officer.
6. If supervisor wants to deny the transfer, the request will be staffed with the Deputy Chief for a final decision.
7. Sign-Up to Community Supervision: Once officially transferred, the new P&P Officer will ensure:
 - a. appropriate sign-up forms are reviewed and updated when required. Forms that may need to be updated due to the location change are:

- 1) Conditions of supervision – Current form may be re-signed and dated somewhere on the form or a new form may be generated if conditions change. This documents and supports that the conditions were reviewed should the offender have to answer to future violations of supervision;
 - 2) *Wage Garnishment Statement*;
 - 3) SVOR registration; and
 - 4) Employment notification.
- b. all forms reviewed and/or updated are uploaded in offender’s file;
OR
a chronological entry is made regarding the form review with the offender and if updates were made; and
- c. the appropriate initial home contact will be made within 45 calendar days of the transfer in accordance with offender’s case plan and appropriate supervision strategies (*PPD 6.3.401 Case Management for Adult Offenders*).

IV. CLOSING:

Questions concerning this procedure shall be directed to the POII or Deputy Chief.

V. FORMS:

Appropriate Conditions of Supervision and other sign-up forms (see *PPD 6.3.201 Administrative and Sign-Up Procedures for Adult Community Supervision*).