



DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE

Procedure:	PPD 6.3.412 UNAUTHORIZED RELEASE OF OFFENDER FROM JAIL
Effective Date:	12/10/2018 Page 1 of 2
Revision Date(s):	10/01/2020
Reference(s):	PPD 1.1.600 RD; PPD 6.3.413 RD; 46-23-1001, MCA
Signature / Title:	/s/ Kevin Olson, Probation and Parole Division Administrator

I. PURPOSE:

Probation & Parole Bureau staff will follow established procedures when reporting the unauthorized release of an offender from jail.

II. DEFINITIONS:

Absconding – When an offender deliberately makes the offender’s whereabouts unknown to a probation and parole officer or fails to report for the purposes of avoiding supervision and reasonable efforts by the probation and parole officer to locate the offender have been unsuccessful.

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

Reasonable Efforts – Attempts made to contact an offender by phone, text, email, and/or through home visits, offender’s family, and employer.

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.

Unauthorized Release – Occurs when an offender has been released from jail without authorization from the Department.

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.

Victim - The person against whom a felony crime has been committed, or a family member of that person. Other individuals may be recognized as victims on a case-by-case basis.

III. PROCEDURES:

A. GENERAL REQUIREMENTS:

1. Upon an offender’s unauthorized release from jail, the OMIS Location entry must be completed as shown below by the appropriate staff once notified about the release.
 - a. Changes in the offender’s OMIS Location will initiate VINE notifications.
 - 1) Staff will notify victims registered only with the Department; and
 - 2) Staff will notify the Department’s Victim Liaisons (CORVictimLiaison@mt.gov) if the

Subject: UNAUTHORIZED RELEASE OF OFFENDER FROM JAIL

offender's current sentence is for a registerable offense under §46-23-502, MCA, or stalking or negligent homicide. Liaison will also contact victims.

2. An unauthorized release will be entered as follows into the offender's OMIS Location as an "Unauthorized Release:"
 - a. Location Type: UNAUTHORIZED RELEASE
 - b. Location Description: UNAUTHORIZED RELEASE FROM (choose appropriate county jail from dropdown)
 - c. Location Reason: UNAUTHORIZED RELEASE FROM FACILITY
 - d. Enter: Assignment Date and Time
3. Field warrant is issued, and attempts are made to locate offender. If the offender cannot be located, the Interstate Compact Section may be contacted for the issuance of an administrative warrant that is entered nationwide.
4. If offender cannot be located through reasonable efforts and it is determined he/she has absconded:
 - a. it is reported as a Priority I incident pursuant to *PPD 1.1.600RD Priority Incident Reporting*; and
 - b. PPD staff will update OMIS entry and follow the procedures outlined in *PPD 6.3.413RD Offender Absconding*.
5. Offender's OMIS Location is updated and a chronological entry is made to show that offender has been located or has absconded and registered victims are notified.

IV. CLOSING:

Questions regarding this procedure will be directed to the POII, Deputy Chief, or Probation & Parole Bureau Chief.

V. FORMS:

PPD 1.1.600 (A) **RD** P&P Incident Report Form