



Montana Board of Pardons and Parole

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Greg Gianforte, Governor

Annette Carter, Board Chair

Prior to the Professionalization and passage of SB64 (7 Part-time Volunteer Board Members and 11 Full-time Staff)

Prior to the 2017 professionalization of the Montana Board of Pardons and Parole, the board consisted of seven volunteer board members including the board chair. The 11 staff that supported the board included an executive director, a senior parole board analyst, four parole board analysts, a multimedia analyst, an administrative specialist, an administrative assistant and two administrative support.

Below are the descriptions of the staff positions and their duties:

EXECUTIVE DIRECTOR * Directs the daily operation of the Board of Pardons and Parole * Represents the Board in matters of policy, interdepartmental cooperation, and communications with political and judicial bodies * Oversees all matters of personnel, budget, and distribution of work

SENIOR PAROLE BOARD ANALYST * Assumes duties of executive director in his/her absence * Gathers and analyzes information and makes recommendations to the board on inmate release risk * Victim Services coordinator * Prepares parole reports and makes release recommendations

PAROLE BOARD ANALYST # 1 * Responsible for the Butte Prerelease, Helena Prerelease, Missoula Prerelease, Bozeman Prerelease, Montana State Hospital, Montana Developmental Center, and Start * Prepares parole reports and makes release recommendations * Serves legal notice to parole violators * Administers the Pre-Parole Program and is a member of the prerelease screening committee * Responsible for BOPP Information System and ACA Accreditation

PAROLE BOARD ANALYST #2 * Responsible for the Montana State Prison * Administers the Pre-Parole Program and is a member of the prerelease and initial classification committees * Prepares parole reports and makes release recommendations * Serves legal notice to parole violators

PAROLE BOARD ANALYST #3 * Responsible for Montana Women's Prison, Alternatives Prerelease, Passages Pre-release, and Dawson County Correctional Center * Administers the Pre-Parole Program and is a member of the prerelease and initial classification committees * Prepares parole reports and makes release recommendations * Serves legal notice to parole violators * Schedules victims and witnesses to provide testimony at parole hearings

PAROLE BOARD ANALYST #4 * Responsible for the Crossroads Correctional Center, Great Falls Regional Prison, and Great Falls Transition Center * Administers the Pre-Parole Program and is a member of the prerelease screening committee * Prepares parole reports and makes release recommendations * Serves legal notice to parole violators * Schedules victims and witnesses to provide testimony at parole hearings

MULTIMEDIA ANALYST * Audio and video records all BOPP hearings and meetings * Processes requests for copies of hearings including editing content for confidential information as necessary

ADMINISTRATIVE SPECIALIST * Organizes board hearing data and records board dispositions * Processes reports regarding parole and executive clemency * Distributes all mail * Schedules victims and witnesses to provide testimony at parole hearings

ADMINISTRATIVE ASSISTANT * Prepares placement investigations and release documents * Prepares correspondence and reports * Maintains board confidential files and records dispositions

ADMINISTRATIVE SUPPORT #1 * Answers telephone calls and processes all mail

ADMINISTRATIVE SUPPORT #2 * Responsible for the management of over 2,500 inmate files

After the 2017 Legislature and the passage of SB64 (5 Full-time Board Members and 4 Full-Time Staff)

In July 2017, the board transitioned to five full-time, compensated board members and maintained the administrative specialist, an administrative assistant, and an administrative support. One parole board analyst position was left in the budget; however, the individual in this position moved to another position within the DOC, and the position went into vacancy savings until July 2018. In July 2018, this position was reclassified as a victim liaison/witness coordinator due to the needs of the board.

Duties of the prior staff were assessed and reassigned to the full-time board members and staff. The current workload of the board has increased due to statutory changes which have resulted in an increase in the number of hearings the board conducts each year.