## I. BUREAU DIRECTIVE:

The Probation & Parole Bureau will optimize risk management and job performance and provide ongoing Officer training by reviewing designated Bureau procedures and Department of Corrections’ policies.

## II. DEFINITIONS:

- **Department** – The Montana Department of Corrections.
- **Probation & Parole Bureau (Bureau)** – Adult probation and parole services, including the Intensive Supervision Program and Institutional Probation & Parole Officers.
- **Standard Operating Procedure** – An internal Bureau document written in compliance with Department policies, Montana statutes, Administrative Rules of Montana, standards, court rulings, or other governing entities, which provides direction on implementing a policy, required action or program.

## III. PROCEDURES:

With the assistance of the Probation & Parole (P&P) Professional Development Training Manager, the Regional Administrator (RA) or designee will ensure P&P Officers attend training and procedure/policy reviews that address the following P&P Standard Operating Procedures and Department policies.

A. The following will be reviewed on a semi-annual basis:

- **DOC 1.3.14**  
  *Prison Rape Elimination Act of 2003 (PREA)*
- **P&P 200-1RD**  
  *Use of Force and Restraints* (during firearms re-qualification)
- **P&P 200-2RD**  
  *Firearms* (during firearms re-qualification)

B. The following will be reviewed on an annual basis. These reviews can be conducted as in-service training by the RA or designee and/or can be done independently by P&P Officers.

- **P&P 10-4**  
  *Victim Rights and Notification*
- **P&P 60-2**  
  *Supervision Strategies and Compliance Monitoring*
- **P&P 60-3**  
  *Conditional Discharge from Supervision/Early Termination of Deferred and Suspended Sentences*

- **P&P 60-4**  
  *Searches of Offender’s Person, Vehicle, Residence/Confiscation of Offender’s*
C. P&P Officers will complete P&P 20-7(A) Policy/Procedure/Form Review and forward to their supervisor. The supervisor will sign and forward to the Department’s Professional Development Bureau for inclusion in the Officer’s training file.

D. Pursuant to P&P 10-3 Procedure Management System, P&P Officers may provide written review comments or recommendations regarding any needed procedure revisions using P&P 10-3(B) Policy/Procedure/Form Comment form.

IV. CLOSING:

Questions concerning this procedure shall be directed to the Bureau Chief, Regional Administrator or designee.

Forms
P&P 20-7 (A) Policy/Procedure/Form Review for P&P 20-7
P&P 10-3 (B) Policy/Procedure/Form Comment