



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.1.4	Subject: DEPARTMENT AND BOARD OF PARDONS AND PAROLE COORDINATION
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Section 1: General Administration	Effective Date: Dec. 21, 2004
Signature: /s/ Mike Ferriter, Director	Revised: 12/26/07; 03/16/09

I. POLICY

The Department of Corrections and the Board of Pardons and Parole (BOPP) are separate agencies with administrative ties. The BOPP hires its own personnel and exercises its quasi-judicial and policy-making functions independent from the Department. However, both the Department and the BOPP ensure that funding and offender populations are independent of parole decisions and do not compromise public safety. Because the two agencies have interdependent roles, it is necessary to have strong formal and informal communication and coordinate strategies to promote efficiency and effectiveness.

II. APPLICABILITY

Adult Community Corrections Division and Department and contracted adult facilities.

III. DEFINITIONS

None.

IV. DEPARTMENT DIRECTIVES

A. The Department will:

1. Assist development and periodic review of a comprehensive resource manual to guide interdependent agency activities.
2. Identify management information and automation options for ongoing agency operations.
3. Coordinate the collection and sharing of management information.
4. Develop formal processes for coordinating interagency activities.
5. Establish rules and policy that do not conflict with Board authority.
6. Provide reasonable access to any offender over whom the Board has jurisdiction and ensure that eligible, in-state offenders are available for a hearing before the Board. Administrators will provide adequate security at all hearings conducted in secure custody facilities.
7. Furnish the Board with relevant reports regarding an offender's suitability for parole.
8. Supervise all persons placed on parole in accordance with the conditions and orders imposed by the Board.
9. Allocate office space for Board staff.

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10. Assist the Board in training, budgeting, record keeping, reporting, and related administrative and clerical functions.
11. Provide a separate general fund appropriation and not divert that appropriation to Department operations.
12. Provide a qualified attorney to act as a legal advisor and representative for the Board.
13. Disseminate any required notices, rules or orders adopted, amended, or repealed by the Board.
14. Provide an opportunity for the Board to respond and participate in the review process of any mutually dependent policy or orders adopted, repealed, or amended by the Department.

B. Department Meetings

The Director's Office will notify the Board's executive director of the dates, times, and places of all Department meetings that pertain to the interdependent roles and functions of the Department and the Board, including, but not limited to: management team, legislative, Governor's DOC advisory committee, and community corrections management meetings.

C. Semiannual Meetings

The Department will meet at least semiannually with Board staff and Board members, including auxiliary Board members; the administrator of the Adult Community Corrections Division, or designee; the Bureau Chief of Probation and Parole, or designee; the Legal Counsel for the Director's Office; and select DOC staff as determined by the Department director. The Department director and wardens of the Montana Women's Prison and Montana State Prison, or their designees, will participate at least annually. The Director's Office, in coordination with the Board's executive director, will publish agendas and record and publish minutes of the meetings. The Department director and Board chair must be present simultaneously for at least one meeting per year.

V. CLOSING

Questions concerning this policy should be directed to the Department director.

VI. REFERENCES

- A. *Mont. Code Ann. §§ 2-15-112, 2-15-121, 2-15-124, 2-15-2302, 46-23-202, 46-23-203, 46-23-215, 46-23-1002, 46-23-1021 (2009)*
- B. *Performance Audit, Legislative Audit Division (November 2000, November 2003); Performance Audit Follow Up (November 2003)*
- C. *4-4011; ACA Standards for Adult Correctional Institutions, 4th Edition*

VII. ATTACHMENTS

None.