



POLICY DIRECTIVE

Policy:	DOC 1.1.4 DEPARTMENT AND BOARD OF PARDONS AND PAROLE COORDINATION
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Signature/Title:	/s/ Eric Strauss, Director

I. POLICY

The Department and the Board of Pardons and Parole (BOPP) are separate entities with administrative ties. The BOPP hires its own personnel and exercises its quasi-judicial and policymaking 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

Probation and Parole and Department and contracted facilities.

III. REQUIREMENTS

A. Department Requirements

1. Assist in 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. Assist in the establishment of rules and policy that do not conflict with BOPP authority.
6. Provide reasonable access to any offender over whom the BOPP has jurisdiction and ensure that eligible, in-state offenders are available for a hearing before the BOPP.
 - a. Administrators will provide adequate security at all hearings conducted in secure facilities.
7. Furnish the BOPP 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 BOPP.
9. Allocate office space for BOPP staff.
10. Assist the BOPP in training, budgeting, recordkeeping, reporting, and related administrative and clerical functions.
11. Provide human resource support to assist with human resources functions.
12. Provide a qualified attorney to act as a legal advisor and representative for the BOPP.

13. Disseminate any required notices, rules, or orders adopted, amended, or repealed by the BOPP.
14. Provide an opportunity for the BOPP to respond to and participate in the review process of any mutually dependent policy or order adopted, repealed, or amended by the Department.
15. Provide communications support through the Department Communications Director.

B. Department Meetings

1. The Director's Office will notify the BOPP'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 BOPP, including, but not limited to management team, legislative, and community corrections management meetings.

C. Semiannual Meetings

1. A Department meeting will occur semiannually with BOPP staff and BOPP members, including auxiliary BOPP members; the Public Safety Division Chief; the Health Services Bureau Chief; Department legal counsel; and select Department staff as determined by the Department Director.
 - a. The Department Director and Warden of the Montana State Prison and Montana Women's Prison will participate at least annually.
 - b. The Director's Office, in coordination with the BOPP Executive Director, will publish agendas and record and publish minutes of the meetings. The Department Director and BOPP Chair must be present simultaneously for at least one meeting per year.

IV. CLOSING

Questions about this policy should be directed to the Department Director.

V. REFERENCES

- A. §§ 2-15-112; 2-15-121; 2-15-124; 2-15-2302; 46-23-215; 46-23-202; 46-23-203; 46-23-1002; 46-23-1021, MCA