



STATE OF MONTANA
BOARD OF PARDONS AND PAROLE
POLICY DIRECTIVE

Policy No. BOPP 1.1	Subject: DEPARTMENT OF CORRECTIONS COORDINATION	
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Section 1: General Administration		Effective Date: June 1, 2022
Signature: /s/ Joseph McElroy, Chief of Staff		Revised:

I. POLICY

The Department of Corrections 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 of Corrections (DOC). 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

BOPP and Department of Corrections.

III. DEFINITIONS:

Department - refers to Department of Corrections.

IV. DEPARTMENT DIRECTIVES

A. The Montana Department of Corrections will:

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. Administrators will provide adequate security at all hearings conducted in secure custody 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 Board staff.
10. Assist the BOPP in training, budgeting, record keeping, reporting, and related administrative and clerical functions.
11. Provide human resource support to assist with human resources functions.

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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's Director of Communications.

B. Department Meetings

1. The Director's Office will notify the BOPP's Chair 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, and community corrections management meetings.

C. Semiannual Meetings

1. 1. A department meeting will occur semiannually with BOPP members, the Probation and Parole Division Administrator, or designee; the Clinical Services Division Administrator, or designee, 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 BOPP Chair must be present simultaneously for at least one meeting per year.

V. CLOSING

Questions concerning this policy should be directed to Board Chair Chief of Staff

REFERENCES (list all applicable references in italics, for example)

- 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*
- 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*

VI. ATTACHMENTS

None.