



**STATE OF MONTANA  
MONTANA WOMEN'S PRISON  
OPERATIONAL PROCEDURES**

Procedure No.: MWP 3.1.5	Subject <b>ENTRANCE PROCEDURES AND DETAINMENT OF NON-OFFENDERS</b>	
Reference: DOC 3.1.5	Page 1 of 8 and 1 attachment	
Effective Date: May 22, 2003	Revised: August 3, 2010	
Signature: /s Jo Acton/ Warden		

**I. PURPOSE:**

The Montana Women's Prison (MWP) will maintain facility security through a perimeter security system which includes effective entrance procedures that allow efficient passage of authorized items and traffic in and out of the facility property, while ensuring the integrity and security of all entrances.

**II. DEFINITIONS:**

**Business Associate** – means any person that has official business with MWP such as law enforcement, state and federal employees from other states that are affiliated with law enforcement/corrections, legislators, members of the judiciary, other state agency personnel, attorneys, advisory committees, MCE retail dealers, or other dignitaries recognized by the Warden or designee.

**CJIN/NCIC** means Criminal Justice Information Network/National Criminal Information Center.

**DOC Staff Family** - for the purpose of this policy means a DOC staff member's family including spouses, children, parents, siblings, foster children, foster parents, grandchildren.

**High Security Facility** – A facility designated as high security would typically house maximum and close custody inmates.

**Reasonable Suspicion Searches** means a search of a particular area or person where there is reasonable suspicion to believe that there has been a violation of law and/or policy for a previously identified reason.

**Secure perimeter** for the purposes of this policy refers to the double and single fenced perimeter at MWP.

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**Deputy Warden of Security** - is the person designated by the Warden as responsible for the management of the facility's security program and operations.

**Staff** - for the purpose of this policy mean a DOC employee carrying a current and valid DOC employee picture identification card.

**Vendors** - for the purpose of this policy means companies that sell goods or services to MWP to include delivery persons, service or repair technicians, veterinarians, consultants, contract personnel, salesman, etc.

**Visitor** – means any person entering MWP and property that is not a DOC employee, vendor, volunteer, attorney or business associate.

**Volunteers** – means individuals (DOC staff and civilians) that donate their time to assist with self help groups, religious programs and other organized inmate groups approved by the administration.

#### IV. PROCEDURES:

##### A. **Advance Approval and Background Checks Procedure:**

All visitors and volunteers (non DOC staff) requesting authorization to enter MWP's secure perimeter must receive a security clearance requiring a background check of their criminal history. Visitors/Volunteers who are required to have background checks (see **Note:** below) must submit, in writing, their full name, social security number, date of birth, and gender to the Deputy Warden of Security or designee at least 72 hours prior to their planned visit at MWP. This information will be given to certified CJIN/NCIC operators to conduct a criminal background check. Based upon the results of this check, all individuals shall be approved or disapproved by the MWP Deputy Warden of Security or designee. Once the background check is complete all written information shall be shredded or stored in a secure location with limited access by authorized. Personal information, including criminal records will not be released. Only certified CJIN/NCIC staff operators, the Deputy Warden of Security or designee will have access to this information. Appropriate staff will be notified of approval or disapproval. Questions regarding disapproval must be directed to the Deputy Warden of Security or designee.

**Note:** The Warden/Deputy Wardens or designee may waive the requirement for advance notice due to unique circumstances, as business associates, vendors providing service to MWP operations inside the single fenced secure perimeter or outside of the secure perimeter, and any person attending public hearings, such as Parole Board or Sentence Review hearings, may not be required to have background checks. Any group that

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consists of more than 5 persons will be considered a tour group and procedures outlined in MWP Policy 3.1.23 “MWP Tours” must be followed.

**B. Outside of the Secure Perimeter**

Visitors, vendors, or business associates going to the MWP programs located outside of the secure perimeter must be cleared through an MWP Lieutenant. The Lieutenant must coordinate with the on Duty Shift Lieutenant by telephone, with verification of the destination of the visitor or business associate and the staff supervision that will be provided. Advance notice is preferred but may not always be possible.

**C. Inside the Secure Perimeter**

Vendors and Business Associates entering the secure perimeter will require advanced approval and background checks, unless waived by the Warden or designee. They will then be allowed to proceed to the destination (cleared by the MWP on Duty Lieutenant). Vendors and Business Associates entering the facility must be escorted at all times by a staff member until they complete their business. In addition, vendors entering the facility must be met and cleared through an MWP staff member. Business Associates and vendors who will be entering the facility will be allowed to park their vehicles at designated spaces at the parking lot outside the Front entrance.

**D. DOC Staff Family**

DOC staff family will be allowed access to the MWP property and facilities as outlined in the DOC Policy 1.1.10. They must be escorted at all times by a MWP/DOC staff member. Staff family entering the facility will not be required to submit to a background check, but must be cleared in advance.

**E. Identification Required for Entry and Exit:**

1. All persons, over the age of 16, entering MWP facility shall be required to submit picture identification. Anyone that cannot be properly identified by entrance staff shall not be allowed inside the facility.
  - a. Staff must have their official identification cards at all times and present them upon request.
  - b. Visitors, Volunteers, Business Associates, and vendors entering MWP facility must have proper picture identification. They must also produce appropriate documentation about the nature of their business at MWP, or have been cleared in advance by written memo or a MWP supervisor.

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c. DOC staff family members over the age of 16 must have proper picture identification. All DOC staff family members must be verified and escorted by an MWP staff member.

2. The respective entrance post officer will clear civilians leaving MWP property through the Lobby.

**F. Staffing of Entrance Posts**

Staffing of entrances and exits shall be sufficient to ensure proper supervision of all perimeter gates and the secure operation of these areas. At a minimum, all entrance posts shall be staffed to allow for direct identification and searches of all persons entering MWP.

**G. Front Desk Entrance:**

All persons entering and exiting MWP property shall stop at the Front Desk for authorization to proceed. All visitors entering must be questioned as to their business at the facility, be properly identified using their picture ID, and asked if they possess weapons, narcotics, alcohol, or tobacco products (see "*MWP Prohibited Items*" – Attachment A). Possession of any weapon, narcotics or alcohol shall result in the visitor being directed to leave prison property, and the officer must complete an incident report and forward it to the on Duty Shift Lieutenant. Possession of tobacco products shall result in instructions to leave the tobacco secured in their vehicle.

**H. Sally Port Operations:**

All entrance and exit sally ports into the facility perimeter at MWP shall be operated in a manner that does not normally allow both doors and/or gates to be open at the same time. These areas include Receiving Gate (Described in. MWP Procedure # 3.1.5a "Receiving Dock Gate and Delivery Operations"). Manual override capability shall be available at all of these locations for emergency situations.

**I. Front Entrance/Lobby:**

1. The front entrance is the major pedestrian traffic control point for MWP. Staff assigned to the Lobby (Duties described in "MWP 3.1.5c Front Desk Operations). The Front Desk post shall maintain a complete written, separate record of all persons entering or exiting the facility who are not MWP facility employees. This record shall include name, identification presented, nature of business, arrival and

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departure times, person authorizing entry or exit, and a brief notation of any unusual circumstances surrounding the visit.

**J. Vehicular Sally Ports**

**1. Sally Port**

The sally port is the primary entrance for traffic involving inmate transportation in and out of the secure perimeter of MWP. The sally port gate shall be remotely activated by controls located in Control. To ensure a high level of security, the staff assigned this post must monitor all traffic through this sally port to determine the purpose for entry or exit.

**a. Entry:**

Only those vehicles and/or occupants that meet MWP requirements for entry and that have staff escort, shall be permitted to enter the sally port (between the gates). When non-staff persons arrive, the Control officer shall notify the Shift Lieutenant, and shall arrange for an escort officer. This escort officer shall make sure that those requesting entry meet the requirements for non-staff entry into the secure perimeter before notifying the Control officer to open the sally port gates.

The Control Officer must receive clearance from the Shift Supervisor, unless prior clearance had been obtained, before allowing any vehicle to enter the secure perimeter through sally port gates.

**b. Departure:**

The Control officer shall not allow any non-staff person to leave the secure perimeter through the sally port unless they have staff escort, and the staff escort has instructed the Control officer to allow exit.

**K. Packages**

All packages carried into MWP shall be thoroughly searched by Front Desk staff prior to being permitted inside the facility. Front Desk staff shall advise all persons entering MWP of all prohibited items. A list of restricted items shall be posted outside each entrance to MWP.

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Packages carried into the single fenced perimeter by staff and inmates shall be subject to search by security staff. Inmates carrying tools, parts, raw materials or other items for work operations will be cleared by the MWP Lieutenants/designee's prior to going into or out of the facility.

**L. Searches of Visitors**

All visitors and business associates entering the facility are subject to search via a walk-through metal detection device, hand-held metal detectors, and when appropriate, pat down searches. Visitors must exchange their picture ID for a Visitor ID. The following are the ID, escort and search requirements for the different types of visitors:

1. Business Associates - complete search of personal belongings, metal detector search (pat search if they don't pass the metal detector), picture ID exchange, and staff escort.
2. Inmate Visitors - refer to MWP Procedure 3.3.8 "Offender Visiting".
3. Vendors and repairpersons - same as Business Associates, but all tools must be inventoried. The Shift Lieutenant may request pat searches.
4. Volunteers - same as an offender visitor.
5. DOC Staff Family – same as Business Associates.

**M. Searches of Staff:**

1. **Routine/Random Searches** All employees and contracted employees at Montana Women's Prison are subject to routine or random searches. Shift Lieutenants or higher shall determine the frequency of the searches. These searches normally consist of the staff member passing the metal detector, and a thorough search of the employee's belongings, including all loose articles.
2. **Containers (briefcases, purses, bags, backpacks etc.)**  
Any staff member requesting to bring a container into the facility must submit a written request to the Deputy Warden of Security or his designee for written approval. Once approved these containers are subject to search by entrance post staff before being allowed into the secure perimeter.

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**3. Personal Belongings**

All items carried by persons are subject to search by entrance correctional officers. Any questions concerning allowable items shall be referred to the Shift Lieutenant.

**4. Reasonable Suspicion Searches**

All employees/staff are subject to reasonable suspicion searches. The level of the search will be determined by the probable threat and degree of suspicion. These searches may include strip searches, and can only be authorized by the Shift Lieutenant or higher.

**5. Refusal of Search**

Employee's/staff cooperation will be requested prior to any search. However, lack of cooperation does not mean that a search will not be conducted. Employees/staff who refuse a routine, random or reasonable suspicion searches may not be allowed access to the facility. The employee may be suspended with pay pending the completion of an investigation, which may result in disciplinary action, up to, and including termination.

**N. Records**

Logbooks shall be maintained at each entrance post to enable staff to reconstruct all visitor traffic through that point. Log entries shall include date, name, the times in and out, the department visited, and by whose authority the entry was granted. This log shall be in bound form and shall be reviewed and initialed by supervisory staff when they visit the post. The logbook shall be forwarded to the Shift Lieutenant when it's full, who will then forward it to the Deputy Warden of Security or designee shall review them, store them as appropriate. These logbooks shall be maintained and retained in accordance with MWP Procedure 3.1.3 "Logbooks".

**O. Weapons Storage for Law Enforcement Visitors**

1. Under no circumstances shall visiting law enforcement personal be allowed to bring any weapons or ammunition inside the fenced perimeter of MWP.

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2. Entrance post officers shall direct law enforcement visitors to deposit **all** weapons and ammunition in the weapons box, located in the sally port gate vehicle entrance or to return it (the weapon) to their vehicle.
3. Front Desk post officers shall notify the Control officer that law enforcement visitors will be approaching the sally port gate to deposit or withdraw weapons and/or ammunition.
4. The Control officer shall direct visiting law enforcement personnel on the proper procedure for depositing and withdrawing their weapons and/or ammunition from the weapons box, and shall not allow them access inside the facility until he/she is assured all weapons and ammunition are secured inside the weapons box or their vehicle.

**V. CLOSING:**

Questions concerning this policy shall be directed to the Deputy Warden of Security or the on Duty Shift Lieutenant.

**VI. ATTACHMENTS:**

**Montana Women's Prison Prohibited Items (Attachment A)**



## MONTANA WOMEN'S PRISON PROHIBITED ITEMS

**Weapons** – Includes, but is not limited to, firearms, ammunition, aerosol gas, Pepper Spray (OC), batons, etc...

**Metal items that could be used as a weapon or classified as a tool** – Includes, but is not limited to, scissors, letter openers, multi-tools (Leatherman), etc...

**Cameras** – Unless the person has written authorization from the Deputy Warden of Security or higher.

**Recording Equipment** – Unless the person has written authorization from the Deputy Warden of Security or higher.

**Long Shank Umbrellas** – Small collapsible types are permitted.

### **Alcoholic Beverages**

**Drugs and/or Drug Related Paraphernalia** – Prescribed medication is allowed, but it must be in its original container, and the person must have written authorization from the Shift Supervisor.

**Tobacco Products or Paraphernalia** – per policy and statutory authority.

### **Cellular Telephones**

**Radio Communication Devices** – Unless issued by the facility.

**Currency or Coin in excess of \$20.00.**

**Handcuff Keys** – Unless issued by the facility.

**Personal Keys** – Unless issued by the facility.

### **Sexual Material or Paraphernalia**

### **Laser Pointers or other Remote Devices**

**Personal Computers** – Unless the person has written authorization from the Deputy Warden of Security or higher.

### **Caustic, Toxic, or Flammable Materials**

**Containers** – Purses, gear bags, backpacks, coolers, etc., are not allowed beyond the Front Desk. Official visitors (i.e. Sentence Review, Parole Board, etc...) may be granted authorization to bring purses into the compound to the Parole Board room (Multi-Purpose Room). Briefcases are allowed with written approval by the Deputy Warden of Security or higher. Official visitors may bring briefcases for legal and parole hearings in the Parole Board room (Multi-Purpose Room).

**Unsealed Food & Drinks** – All food and drinks entering MWP (beyond the front desk) must be in its sealed and original container/wrapper.