



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure No.: PPD 3.1.500	Subject: ENTRANCE PROCEDURES
Reference: DOC 3.1.5	Page 1 of 1
Effective Date: 08/25/15	Revised:
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

This procedure is referenced as *ACCD 3.1.500 Entrance Procedures* in Section 3.H. Offender Management; Security/Counts, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Connections Corrections Program (CCP), Elkhorn, Nexus, START, and WATCH Contract.

I. PURPOSE:

The Probation and Parole Division facilities will follow established procedures in maintaining facility physical security including authorized entrances.

II. DEFINITIONS:

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, training, prerelease, and treatment services.

III. PROCEDURES:

- A. Each Facility Administrator will develop operational procedures for site-specific entrance and search requirements, for both persons and packages, which address the approval process for entrance to the facility. Procedures will include a list of restricted items. The list will also be made available to offenders, staff, and visitors.
- B. Entrance staff will not allow anyone inside the facility without proper identification.
- C. Offenders' visitors will be subject to additional verification and approval procedures in accordance with *DOC Policy 3.3.8, Offender Visiting* and *ACCD 3.3.800 Visitation*.
- D. All logbooks will be maintained in accordance with *PPD 3.1.300 Logs and Record-Keeping Systems*.

IV. CLOSING:

Questions regarding this procedure should be directed to the Facility Administrator.