



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

Policy No. DOC 1.1.10	Subject: <b>DEPARTMENT FACILITY/PROGRAM TOURS</b>
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 3
Section 1: General Administration	Effective Date: Oct. 1, 1997
Signature: /s/ Mike Ferriter, Director	Revised: 03/28/11

## **I. POLICY**

The Department of Corrections may authorize tours of correctional facilities and programs for selected individuals and groups.

## **II. APPLICABILITY**

All facilities or programs under Department jurisdiction or contract.

## **III. DEFINITIONS**

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

Public Information Officer (PIO) – An official spokesperson designated by the administrator to provide facility or program information to the public.

## **IV. DEPARTMENT DIRECTIVES**

### **A. Purpose of Tours**

1. Administrators may approve facility/program tours to:
  - a. familiarize legislators, judges, law enforcement agents, criminal justice personnel, and other official visitors with the internal operations of a state correctional facility/program;
  - b. offer an opportunity for selected victims of crime and victim advocates to observe the physical security of a correctional facility/program in order to alleviate fears associated with the secure whereabouts of offenders;
  - c. provide the family members of Department employees with an opportunity to observe the physical setting in which their relatives work;
  - d. allow the media access to correctional facilities to familiarize them with facility operations and allow them to secure approved photographs and film footage for their files;
  - e. allow selected members of the public and associates of colleges/universities who have an acceptable reason to observe the operations of a correctional facility; and
  - f. allow designated family members the opportunity to view youth facilities during family reintegration meetings.

### **B. Approval of Tours**

1. Requests to tour a correctional facility/program must be directed to the facility/

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program public information officer or to the administrator in facilities/programs that may not have PIOs.

2. Generally, administrators will not approve tours for the public, students, and others without a specific need or purpose.
3. Administrators and PIOs will consider tour requests on a case-by-case basis. They may solicit input from other Department staff such as the communications director, victim information specialist, and community corrections administrators.

**C. Facility/Program Procedures**

1. Each facility/program must develop procedures for approving and conducting tours that will, at a minimum, address the following requirements:
  - a. a standard request form that must be completed in advance of all tours. The form will include the following information:
    - 1) time and date;
    - 2) rationale for the tour;
    - 3) tour participants;
    - 4) ages of participants;
    - 5) group affiliation; and
    - 6) warnings about potential risk of exposure to offensive or dangerous situations.
  - b. specific time lines for requesting and approving tours;
  - c. tours conducted only by officials who are familiar with every area on the tour agenda; and
  - d. provisions that allow the administrator, or designee, to restrict certain areas from tours when safety, security, or other issues are of concern.
2. Each facility/program will establish tour criteria including, but not limited to, the following:
  - a. the number of persons allowed on tour;
  - b. the ages of the participants;
  - c. identification requirements;
  - d. personal property, including money, retained by tour participants;
  - e. security entrance procedures;
  - f. time frames during which tours normally will be conducted; and
  - g. advance notice for tour requests.
3. Facility/program procedures may establish other provisions to address issues that are unique to a particular facility/program.
4. Designated staff will conduct facility/program tours in compliance with established security procedures and *DOC Policy 3.1.5, Entrance Procedures and Detainment of Non-offenders*.
5. Administrators will ensure that copies of current procedures for facility/program tours are submitted to the Department's communications director for review.

**V. CLOSING**

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Questions concerning this policy should be directed to facility/program public information officer, facility/program administrator, or the Department's communication director.

## **VI. REFERENCES**

- A. [53-1-203](#) MCA
- B. 4-4019, 4-4020; *ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition*
- C. 3-JTS-1A-25, 3-JTS-1A-26; *Standards for Juvenile Correctional Facilities, 2003*
- D. DOC Policy [3.1.5](#), *Entrance Procedures and Detainment of Non-offenders*

## **VII. ATTACHMENTS**

None