



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

Policy No. DOC 1.1.10	Subject: DEPARTMENT FACILITY/PROGRAM TOURS
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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, 4th 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