



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

Policy No. DOC 3.1.11	Subject: <b>OFFENDER MOVEMENT CONTROL</b>
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 3
Section 1: Security Operations	Effective Date: March 1, 1997
Signature: /s/ Mike Ferriter, Director	Revised: 04/18/06

## **I. POLICY**

The Department of Corrections secure facilities will develop and enforce internal movement controls to ensure that offenders do not evade staff supervision, plan escapes, or engage in other impermissible activities.

## **II. APPLICABILITY**

The secure facilities that include Riverside and Pine Hills Youth Correctional Facilities, Montana State Prison, Montana Women's Prison, Montana Correctional Enterprises, and the private and regional facilities contracted to the Department of Corrections.

## **III. DEFINITIONS**

Chief of Security – The staff person, regardless of local title (security major, director of operations), designated by the facility administrator to manage the facility security program.

Designee – The person designated to act on behalf of the person responsible for specific decisions or actions.

## **IV. DEPARTMENT DIRECTIVES**

### **A. Operational Procedures**

1. Each facility will develop operational procedures to regulate offender movement in accordance with the provisions of this policy.
2. Controlled movement procedures may vary according to the physical plant and custody level of the correctional facility or program.
3. Movement procedures will:
  - a. comply with the accountability requirements of *DOC 3.1.21, Offender Count and Supervision*;
  - b. provide staff with the necessary instructions to control and supervise all individual and group offender movements;
  - c. include, where applicable, use of a callout program, scheduled movement, radio or telephone communication, video cameras, and an individual pass system;
  - d. ensure movement is regulated to such activities as work, sick call, meals, recreation, education, or other programs; and
  - e. require that movement records are maintained for 30 days to provide a means of reconstructing offender activities and locations.

**Subject: OFFENDER MOVEMENT CONTROL****B. Callouts**

1. Facility staff will use a callout system to schedule offender appointments that typically include classification interviews, medical or dental appointments, chaplain visits, and other regularly scheduled interviews or appointments.
2. The chief of security has the option to also require a pass for these movements.
3. The shift supervisor will authorize the master listing of all offender daily scheduled activities each day.
4. Facility callout list requirements will include the names, times, assignments, destinations, by when and to whom this information must be sent in advance of movements.
5. Procedures will be established to verify that offenders reached their scheduled destinations.
6. Callout systems for small facilities or programs may be less complex in which case procedures will be developed to meet the facility or program needs.

**C. Scheduled Movement**

1. The facility will:
  - a. outline the requirements for individual and group scheduled movements;
  - b. use the scheduled movement system to limit the times during the regular business day when offenders may move from area to area, e.g., to work, school, meals, or recreation;
  - c. establish exact times for the movements, ordinarily at 60-minute intervals for 10 minute durations; and
  - d. secure all corridors, housing unit doors, and other traffic control points between movements.

**D. Unscheduled Movements/Pass System**

1. Facility staff may issue individual passes for activities not regularly scheduled, i.e., not appearing on either the callout or the scheduled movement list, or utilize another system to control unscheduled offender movements.
2. Facility procedures will outline the unscheduled movement requirements and determine by which method passes are accounted for, reviewed, and reconciled.
3. Staff will:
  - a. typically issue passes to offenders for visits, unscheduled staff interviews, and legal visits;
  - b. maintain passes in a secure location, i.e., in a locked desk or file cabinet when not in the staff member's possession;
  - c. issue a pass only when an offender's presence is required by another staff member and never at an offender's request; and
  - d. immediately report to the shift supervisor any indication that an offender's pass has

been altered or any excessive time delay between an offender's departure and arrival.

**E. General Staff Observation**

1. Every employee must observe and monitor offender movement; this includes examining passes and ensuring that offenders follow the authorized procedures of individual and group movements.
2. Employees must be especially alert to individual or group offender movements that appear to be out of context with scheduled activities.
3. Employees assigned to corridor, housing unit, shop, and program posts will examine offender passes and the daily callout list to verify proper authorization of all offender movement.

**V. CLOSING**

Questions concerning this policy should be directed to the chief of security.

**VI. REFERENCES**

- A. *4-4188; ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition; 3-JTS-3A-14, ACA Standards for Juvenile Correctional Facilities*
- B. *DOC Policies 3.1.2 RD, Facility Operations Manuals; 3.1.21, Offender Count and Supervision*

**VII. ATTACHMENTS**

None.