



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

Policy No. DOC 3.1.12	Subject: <b>OFFENDER ESCORT AND TRANSPORT</b>
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 4
Section 1: Security Operations	Effective Date: Feb. 1, 1997
Signature: /s/ Mike Batista, Director	Revision Dates: 09/09/2016

## **I. POLICY**

The Department of Corrections will ensure offender escorts and transports are conducted in a safe and humane manner using trained staff and the necessary level of security, supervision, and control to ensure public safety.

## **II. APPLICABILITY**

All divisions, facilities and programs Department-owned and contracted, as specified in 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.

Facility – A place, institution, building (or part thereof), set of buildings, structure, or area that is used for the confinement of offenders.

Montana Prisoner Transport System – The Department adult offender transportation system located at the Montana State Prison in Deer Lodge, Montana.

Transportation System Manager – The staff member, regardless of local title (transportation coordinator, transportation sergeant), designated to oversee the facility or statewide transportation system.

## **IV. DEPARTMENT DIRECTIVES**

### **A. Transportation Responsibility**

1. Divisions and facilities responsible for offender transportation must develop, implement, and enforce procedures in accordance with the provisions of this policy.
2. The Montana Prisoner Transportation System (MPTS) manager is responsible for the development, implementation, and enforcement of the operational procedures that govern the statewide adult offender secure transportation system in accordance with the provisions of this policy.

### **B. General Requirements**

1. Each administrator will ensure transportation procedures emphasize public safety and address the following requirements while considering division or facility type, culture, and offender profile and custody level:

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- a. criteria for secure and non-secure transport;
  - b. use of experienced, trained officers on offender transports;
  - c. use of restraints;
  - d. search of offenders prior to transport and appropriate to the type of transport;
  - e. number of escort officers required;
  - f. documentation required for offender transports;
  - g. security precautions for notifications on transportation plans;
  - h. notifications to local jurisdictions;
  - i. air travel requirements in accordance with FAA guidelines;
  - j. transport of high-profile offenders;
  - k. criteria for vehicle searches and surveillance before, during, and after transport;
  - l. vehicles equipped with two-way radio communication and/or cell phone;
  - m. vehicle and personal safety requirements such as security shields, deactivated window and door locks;
  - n. use of force and weapons;
  - o. armed and unarmed supervision;
  - p. number of vehicles required for various transport types;
  - q. offender information required in the event of escape or other emergency; and
  - r. criteria for officer pursuit, supervision, and reporting in the event of escape or other emergency.
2. Restraint equipment will not eliminate the need for continuous, alert supervision during transport and must never be used as punishment, in a way that causes undue physical pain, or to restrict the offender's blood circulation or breathing.
  3. The following factors will be considered in the use of restraint equipment:
    - a. offender security classification;
    - b. anticipated contact with the public;
    - c. offender physical and mental health;
    - d. demonstrated offender behavior;
    - e. trip purpose and destination; and
    - f. mode of travel.
  4. Procedures for the transport of pregnant offenders will be based on mutually-approved security and medical considerations.
  5. The administrator, or designee, must authorize any exceptions to prescribed use of restraints for cases that present potentially greater escape, management, or health risks.
  6. Staff will conduct offender searches in accordance with established procedures and *DOC Policy 3.1.17 Searches and Contraband Control*.

**C. Use of Firearms**

1. When firearms are used for escort and transport, each administrator will ensure that:
  - a. firearms are used in conformance with applicable state and federal law;
  - b. procedures include requirements for the use of firearms in the event this becomes necessary, e.g. an offender escape;
  - c. firearms are safeguarded to ensure an offender never has the opportunity to seize a

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weapon;

- d. armed officers are securely separated from offenders, i.e., by a law-enforcement grade barrier in a vehicle, in vehicles preceding or following the offender transport, or in secure cubicles in buses; and
- e. armed officers disembark from vehicles before offenders, and station themselves at a safe distance but in positions that ensure clear observation of disembarking offenders.

**D. Facility Procedures**

1. Each facility administrator will ensure that operational procedures govern offender transportation outside the facility and from one jurisdiction to another that may include:
  - a. court appearances;
  - b. parole or discharge;
  - c. medical appointments;
  - d. hospitalization, including emergency transport;
  - e. out-of-state transportation; or
  - f. air transportation.
2. Facility procedures will include:
  - a. identification of appropriate staff to authorize, notify, and provide required information to transportation staff prior to scheduled and unscheduled transports;
  - b. performance of vehicle safety checks prior to transport;
  - c. securing the vehicle and ensuring vehicle supervision until transport;
  - d. confidentiality of schedules, i.e., notifying offenders just before departure time;
  - e. strip search, clothing exchange, and restraint placement upon facility exit;
  - f. strip search and clothing exchange upon facility entry;
  - g. isolation of offenders from other offenders who have not been searched;
  - h. allowable offender property limits;
  - i. requirements regarding meals, bathroom stops, public contact, accommodations en route, or similar transport planning considerations;
  - j. contact information and requirements in case of unusual events or emergencies;
  - k. review of supervision responsibilities by escorting officers;
  - l. briefings on any pertinent offender information that may affect transport;
  - m. reading and signing of escort instructions before trip departure; and
  - n. notifications to the receiving facility of departure time, expected arrival time, number of offenders, and any other necessary information.
3. When a facility transports offenders of mixed custody levels, all offenders will be subject to the security restraints of the highest custody level in the group.
4. At least one transport officer must be of the same gender as the offender(s) being transported in accordance with the requirements of *ACA Standard 4-4194*.

**E. Facility Health Care Transportation**

1. Each facility administrator will ensure that facility procedures provide safe and timely escort and transportation for offender health care in cooperation with facility health care

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staff and in accordance with *DOC Policy 4.5.23 Offender Health Care Escort and Transportation*. Procedures will include:

- a. health care advice and information provided to escort officers regarding the need for medical attention, medications and maintaining patient confidentiality on offender transports;
- b. requirements for the transport of ill or disabled offenders, or in the event of illness en route;
- c. the requirements for medical attention, supervision, and observation of offenders subject to the use of restraints in accordance with *DOC Policy 3.1.8 Use of Force and Restraints*; and
- d. consideration of the following issues:
  - 1) prioritization of health care need;
  - 2) urgency, e.g., an ambulance vs. standard transport;
  - 3) use of a medical escort to accompany security staff; and
  - 4) transfer of medical information.

**V. CLOSING**

Questions concerning this policy should be directed to the division or facility administrator.

**VI. REFERENCES**

- A. *46-19-101; Montana Code Annotated*
- B. *4-4189, -4194, -4204, -4348, -4349, -4405; ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition*
- C. *DOC Policies 1.1.6 Priority Incident Reporting and Acting Director; 1.4.1 Staff Development and Training; 1.5.4 Transfer of Offender Records; 3.1.8 Use of Force and Restraints; 3.1.17 Searches and Contraband Control; 3.1.31 Firearms; 4.5.20 Emergency Medical Services; 4.5.23 Offender Health Care Escort and Transport; and 4.5.36 Health Records Transfer.*

**VII. ATTACHMENTS**

None