



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

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| Policy No. DOC 3.1.15                    | Subject: <b>SECURITY INSPECTIONS</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: 05/18/11                    |

## **I. POLICY**

The Department of Corrections mandates a system of facility inspections to ensure that the security of the facility and safety of staff and offenders are in no way compromised.

## **II. APPLICABILITY**

Department and contracted secure care facilities.

## **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.

## **IV. DEPARTMENT DIRECTIVES**

### **A. General Requirements**

1. The chief of security is responsible for the overall management of the facility inspection program.
2. Security inspections will be separate from all other search systems; they will be documented separately.
3. Written procedures will require that the chief of security, or designees, conduct at least weekly inspections of all security devices, noting the items needing repair or maintenance and submitting written documentation to the chief of security and/or facility administrator.
4. Written procedures will require hands-on inspections to ensure the complete integrity of the devices and physical features that make up the physical security of the facility.
5. Administrators will ensure that the written procedures that support the security inspection system are reviewed and revised when portions of the facility are assigned different purposes or actual physical plant changes take place.

### **B. Inspection System**

1. Facility procedures will identify specific areas of the facility and specific staff members who will inspect the assigned areas on a strict timetable.
2. Each area identified for inspection will be of reasonable size, i.e., not so large as to neither overburden a staff member nor encourage shortcutting.
3. Inspections will cover every area of the facility, including the perimeter.

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4. Written procedures and supporting forms will address the following details for each area:
  - a. timing of inspections, e.g., those that require inspection on every shift, or at daily or weekly intervals;
  - b. methods of inspection, i.e., which areas and security features will be inspected visually, which will be tapped, and which will be probed or checked by other means; and
  - c. techniques for inspecting each type of security feature, e.g., bars to tap with a certain type of mallet and force sufficient to generate a solid sound that verifies structural integrity.
5. Items to be inspected will include, at a minimum:
  - a. locks and lockboxes;
  - b. security fittings such as screws, bolts, hinges, bars, window mullions, and sashes
  - c. doors, screens, grilles, braces, brackets, windows and frames, fences, walls, ceilings, and floors;
  - d. drains, manhole covers, air chambers, tunnels, and key mortar joints;
  - e. exits, gates, and internal cutoff fences;
  - f. perimeter wire and detection and surveillance systems;
  - g. electrical junction and transformer equipment servicing perimeter lighting and detection systems, as well as the perimeter fence or wall itself; and
  - h. areas related to locked housing units such as recreation yards and rooms used by high security offenders.
6. The chief of security will ensure the facility's control center receives special security considerations, i.e., daily checks on the integrity of the following:
  - a. ballistic-resistant glazing and any attendant grillwork;
  - b. ventilation grilles and other avenues of access;
  - c. emergency lighting and power backup units;
  - d. wall, floors, and ceilings, and
  - e. security vestibule entrance.
7. Facility staff will be alert to other security, safety, or procedural problems, such as fire hazards, accumulation of excess property, or hidden contraband.

**C. Equipment and Supplies**

1. Appropriate equipment will be readily available to the staff conducting inspections. The following are examples of items that may be used in inspections:
  - a. a bar-tapping mallet, made of wood, plastic, leather, or other material of local preference;
  - b. mirrors on extendible handles or poles, to inspect out-of-the-way locations such as the underside of beds, insides of ventilator openings, and other less-accessible portions of the facility;
  - c. metal probes and shims, to detect tampered bars, screens, and other security fixtures and to re-inspect bars that may have sounded irregular when tapped; and
  - d. in some locations, or for inspections of selected areas, overalls, jumpsuits, or other protective clothing items may be provided to search staff
2. When not in use, inspection equipment will be secured in areas inaccessible to offenders.

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When in use, such equipment must be under staff control at all times.

#### **D. Record-keeping and Follow-up**

1. There must be an accountable reporting system that includes verification of inspections and timely or immediate corrective action plans for necessary repairs and serious security breaches.
2. Facilities will develop basic security inspection forms that contain essential items such as name of area, inspecting staff member, components of assigned area, results of inspection of each component, and a signature certifying inspection of each specific area noted on the form.
3. Procedures will indicate where and to whom to submit completed inspection forms; these forms must be promptly reviewed for compliance and any noted discrepancies must be immediately addressed. The chief of security must bring to the appropriate administrator any persistent un-repaired breaches.

#### **E. Staff**

1. Since facility security is the responsibility of all staff members, the inspection system will include not only correctional officers, but also job supervisors and other employees who are responsible for inspections in their specific areas of the facility. Security staff will also conduct periodic searches of these areas.
2. The chief of security, or designee, will consult with department heads and maintain a list of staff assignments for security inspections that reach all areas of the facility.
3. New employees require training in professional inspection techniques; more experienced staff require a regular program of refresher training. Training sessions will cover not only the mechanics of searches, but methods of contraband production and escape technologies devised by offenders so that staff are better prepared to detect breaches of security.

#### **V. CLOSING**

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

#### **VI. REFERENCES**

- A. 4-4186, *ACA Standards Supplement*, 2008
- B. 3-JTS-3A-12, *ACA Standards for Juvenile Correctional Facilities*; 2003
- C. 1-TC-2A-1, *ACA Performance-based Standards for Therapeutic Communities*, 2005
- D. *Guidelines for the Development of a Security Program*, 3<sup>rd</sup> Edition, 2007
- E. DOC Policy [3.1.1](#), *Management of the Security Program*

#### **VII. ATTACHMENTS**

None.