



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

Policy No. DOC 3.1.2	Subject: FACILITY SECURITY MANUALS
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 2
Section 1: Security Operations	Effective Date: Feb.1, 1997
Signature: /s/ Mike Ferriter, Director	Revised: 09/19/11

I. POLICY

The Department of Corrections secure care facilities will maintain facility security manuals for all line and supervisory staff to reference applicable procedures that include general and specific requirements and critical emergency information for each facility area or post.

II. APPLICABILITY

The secure facilities that include Riverside and Pine Hills Youth Correctional Facilities, Montana State Prison, Montana Women's Prison, Montana Correctional Enterprises, Treasure State Correctional Training Center, and secure facilities contracted to the Department of Corrections, as specified in contract.

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.

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.

Operational Procedure – An internal management document developed at the division, facility, or program level that provides staff with direction on how to implement a Department policy, required action, or program.

Security Manual – A manual, which may be either paper or electronic, containing, at a minimum, Department policy and operational procedures specific to Department divisions, facilities, and programs.

Post Orders – A written description of the post duties and responsibilities assigned to staff.

IV. DEPARTMENT DIRECTIVES

A. Security Manual

1. The chief of security will be responsible for the development of security manuals that contain general and specific instructions for the operation of each facility area or post.

2. To facilitate revisions, security manuals will be maintained in computerized form and available to staff. Hard copy manuals will be used as necessary at specific posts and will contain the following information:
 - a. post orders;
 - b. operational procedures and related memos; and
 - c. applicable Department policies.
3. Correctional supervisors will ensure that all correctional staff have read and understood the security manual for the facility area or post to which they are assigned.
4. The chief of security will ensure that staff review of security manuals is adequately documented.

B. Post Orders

1. The post orders will cover the chronological duties of the post, specifically advising assigned staff of the major events that occur throughout each shift and organized to be specific to each shift.
2. Assigned staff and supervisors are required to use post orders to familiarize themselves with the post duties and review changes in duties or operations as they occur.
3. The post order section will contain a signature sheet that each person assigned to the post must legibly sign or initial to verify they have read and understood the post orders.
4. A supervisor may give staff oral quizzes or written tests on post order assignments in accordance with procedures established by the facility administrator. The testing will be recorded on the post order sign-off sheet.
5. Each post will maintain current post orders specific to the post operations.
6. Supervisory staff will notify line staff of all changes in post orders.
7. Following any significant policy or procedural change, the facility administrator, or designee, must ensure that all post orders are modified in a timely manner, not to exceed 30 days.
8. Post orders will be adapted to the standardized [Facility Post Order](#) form to ensure the various post tasks are outlined in a clear and concise format
9. Post orders will address the following categories, as applicable:
 - a. duties and responsibilities
 - b. inventory control
 - c. key control
 - d. use of force
 - e. offender movement
 - f. control of traffic in and around each post
 - g. count procedures for staff and offenders
 - h. escort procedures
 - i. relief procedures

- j. incident reporting procedures
- k. record-keeping
- l. scheduled activities
- m. emergency procedures for each post
- n. general emergency procedures for the entire facility
- o. hazardous material control
- p. maintenance and repair requests

C. Operational Procedures

1. The computerized or hard copy manuals will contain the facility's operational procedures and any memos related to procedural changes.
2. Procedures will provide staff with direction on how to implement a Department policy, required action, or program.
3. Facilities will develop operational procedures in accordance with [DOC Policy 1.1.2, Policy Management System](#), and site-specific operations using the [Operational Procedure Format](#).

D. Department Policy

1. The security manuals will contain the Department policy directives related to the facility area or post.
2. Department policy directives will be based on the Department director's goals and objectives, national correctional standards, state laws and statutes.

E. Availability and Review

1. All current security manuals will be available in the office of the chief of security and the offices of each shift supervisor.
2. The chief of security will review security manuals annually, make or recommend appropriate changes, ensure administrative review and approval, and include this documentation in the front of each manual.
3. Discontinued or changed operational procedures and post order duty information must be archived for a minimum of three years in accordance with [DOC Policy 1.2.7, Inventory Records Management](#).
4. The shift supervisor must inform each staff member that they have an opportunity to submit written proposals for changes that occur on shift or suggestions for changes in the operation of any facility area or post. The shift supervisor will review these suggestions and submit them to the chief of security, or designee, for review and possible action.
5. Only the facility administrator, or designee, may authorize changes in the facility security manual.

F. Security

Subject: **FACILITY OPERATIONS MANUALS**

1. Security manuals contain privileged and sensitive documents and will be maintained in a secure area at all times. Under no circumstances will the manuals be accessible or shown to offenders or other unauthorized persons.

V. CLOSING

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

VI. REFERENCES

- A. [2-15-112](#), MCA
- B. 4-4174, 4-4178, 4-4179; *ACA Standards for Adult Correctional Institutions, 4th Edition*
- C. DOC Policies [1.1.2](#), Policy Management System; [1.2.7](#), Inventories/Records Management

VII. ATTACHMENTS

[Facility Post Order](#)
[Operational Procedure Format](#)