



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

Policy No. DOC 3.1.5	Subject: ENTRANCE PROCEDURES AND DETAINMENT OF NON-OFFENDERS
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 6
Section I: Security Operations	Effective Date: Feb. 1, 1997
Signature: /s/ Mike Ferriter, Director	Revised: 04/27/99; 06/01/02; 01/18/06; 03/16/09

I. POLICY

The Department of Corrections secure facilities will maintain facility physical security through procedures that ensure authorized entrance and egress of pedestrians and vehicles through designated points in the perimeter.

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 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.

Employee – Paid employees, contracted persons, volunteers and interns working for the Department of Corrections.

Facility Administrator – The official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the facility or program operation and management.

Official Visitors – Visitors to a facility acting in an official capacity, e.g., law enforcement, correctional personnel, judges, licensed attorneys, legislators, and others on official business.

Proper Identification – A government-issued identification card with photograph, physical description, and dates of issue and expiration.

Secure Perimeter – The outer portions of a facility that provide for secure confinement of offenders. The perimeter design may vary depending on the facility security classification.

Vendors – Individual service providers who sell goods or services to the facility including delivery, maintenance, or other service providers not contracted to the Department of Corrections.

Visitors – Individuals visiting or touring the facility in an unofficial capacity.

Volunteer – Any person who has been approved to provide services for Department programs without compensation.

IV. DEPARTMENT DIRECTIVES

Each facility administrator will develop operational procedures that address the visitor approval process to include site-specific requirements for entrance inside and outside the secure perimeter in accordance with the following guidelines:

A. Visitor Approval

1. All visitors, including volunteers and vendors, must receive clearance through a criminal history background check before entrance to the secure facility is granted. The facility administrator must approve any exceptions to this policy.
2. Official visitors, in possession of state identification, may enter the secure facility without advance clearance through a criminal history background check.

B. Required Identification

1. All persons 16 years or older will submit picture identification upon entry to the facility unless approved in advance by the facility administrator.
2. Entrance staff will not allow anyone inside the secure facility without proper identification.
3. Staff are required to wear their official identification at all times while in the facility.
4. No one will be permitted to leave the facility unless properly identified by the entrance and exit post staff.
5. Upon entry, service personnel, e.g., delivery, maintenance, vendors, and other service providers, must provide personal identification and appropriate documentation of the nature of their business in the facility.
6. Offenders' visitors may be subject to additional verification and approval procedures in accordance with [*DOC Policy 3.3.8, Offender Visiting*](#).

C. Sally Ports

1. Entrance gates and doors will include appropriate sally port configurations and procedures that prevent both doors or gates from being opened at the same time.
2. Remotely activated, electromechanically-operated interlocked doors will control all perimeter gates where practical. Manual override capacity will be available at all of these locations.

D. Staffing of Entrance Posts

1. Staffing of entrances and exits will be sufficient to ensure proper supervision and secure operation of all perimeter doors or gates.
2. At a minimum, all entrance areas will be sufficiently staffed to allow for direct identification and searches of persons entering the facility.

E. Front Entrance

1. The front entrance will be the major pedestrian traffic control point for the facility. Staff on this post will maintain records to include the following:
 - a. a complete, separate record of all persons entering or exiting the facility who are not facility employees;
 - b. a complete, separate record of all offenders' visitors entering and leaving the facility; and
 - c. a complete, separate record of all offenders who pass through the entrance.

F. Vehicular Sally Port

The vehicular sally port is used primarily for vehicular traffic entering and leaving the facility. To ensure a high level of security and control over the introduction of contraband and offender escape, the chief of security will require the staff in charge to:

1. Monitor all vehicular traffic to determine the purpose for entry.
2. Review the delivery vehicle cargo manifest to determine if any weapons, drugs, or hazardous materials may be on board for other destinations.
3. Make a detailed search of the vehicle by checking the passenger compartment, under the hood, and under the vehicle underbody frame to locate possible contraband.
4. Obtain confirmation of destination from staff at the intended delivery point and through other records maintained at the gate.
5. Search all vehicle occupants by using a hand-held detector. Staff will not allow offenders in the area when searches are being conducted.
6. The staff in charge of departing vehicles will:
 - a. halt departing vehicles at an indicated point well within the inner sally port gate;
 - b. require the vehicle occupants to exit and stand clear of the vehicle;
 - c. search the vehicle thoroughly; and
 - d. after a complete search, provide a positive signal to the officer controlling the gate that will, in turn, open it and admit the vehicle to the sally port.

G. General Entrance Searches

Each facility will establish entrance and search procedures that prohibit the use or conveyance of wireless messaging devices inside the secure portion of the facility.

H. Package Searches

1. Staff will thoroughly search all packages carried into the entrance area before they are permitted into the secure portion of the facility. This will include the search of briefcases, lunches, or other personal items.
2. Staff will advise all persons entering the facility of prohibited items.

3. A list of restricted items will be posted outside each facility entrance.

I. Visitor Searches and Identification

1. In secure facilities, all official and non-official visitors are subject to search in accordance with [DOC Policy 3.1.17, Searches and Contraband Control](#).
2. Additional identification procedures such as visitor identification badges or UV-reflecting hand stamps may be used to ensure an offender does not leave the facility disguised as a visitor.
3. Each facility will establish entrance procedures to include escort and search requirements for the following types of visitors:
 - official visitors
 - offenders' visitors
 - vendor and repair persons
 - volunteers
 - persons approved for facility tours

J. Offender Searches

1. All offenders moving through entrances must be searched in accordance with *DOC Policy 3.1.17, Searches and Contraband Control*.
2. Offenders returning from off-site transports or outside details will be searched according to facility operational procedures.

K. Staff Searches

All staff are subject to search in accordance with *DOC Policy 3.1.17, Searches and Contraband Control*.

L. Rear Entrance Pedestrian Traffic

1. Offender pedestrian traffic may proceed through the rear entrance or vehicular gate when:
 - a. the offender has appropriate identification and is escorted by a full-time staff member, or proceeds by a method that ensures the appropriate level of supervision; and
 - b. the offender has been thoroughly searched.
2. In the event there is a question about offender entrance, the chief of security must provide additional documentation to authorize the entrance.

M. Records

1. Staff will maintain records on each entrance post to enable the reconstruction of all non-staff traffic through that point for the past 30 days. These records will include date, name, the times in and out, the department visited, and by whose authority the entry was

granted.

2. Supervisory staff will maintain the log in bound form and review and initial it when they visit the post.
3. Supervisory staff will forward the logbook to the chief of security for review and storage when it is full.
4. All logbooks will be retained in accordance with [*DOC Policy 3.1.3, Logs and Other Record-Keeping Systems*](#).

N. Weapons Storage

1. Under normal circumstances, law enforcement officers may not bring weapons, ammunition, or chemical agents inside a department facility unless authorized by the facility administrator.
2. A weapons storage area must be provided for law enforcement officers and Department staff who are required to carry a weapon in the course of their official duties.

O. Detaining Non-Offenders

1. Under applicable state law, Department staff who are not sworn law enforcement officers do not have the authority to detain an individual against his or her will.
2. Facility staff may detain non-offenders who introduce or attempt to introduce contraband into the facility, e.g., narcotics, intoxicants, lethal or poisonous gases, guns, knives, or other weapons, or engage in conduct that violates facility policy. The following guidelines must be followed:
 - a. the facility administrator must establish a written agreement on detainment procedures with the law enforcement of jurisdiction in advance of any action;
 - b. facility staff will not detain non-offenders for an unreasonable period of time pending the notification and arrival of appropriate law enforcement officials; and
 - c. staff will employ the minimum amount of force necessary to detain the individual(s).
3. In the event an individual is found to convey contraband, is disruptive or is judged by staff to have the potential to be disruptive if admitted, entrance staff will defer the entry decision to supervisory staff. Under these circumstances, the supervisor, or designee, may deny the visit and, if so, will promptly notify the immediate supervisor of this action and document the incident in accordance with facility procedures.
4. If there is an incident with the detained individual or facts emerge to suggest a possible criminal violation has occurred, entrance staff must notify the supervisor or control center staff at once. If possible, this notification will be made without alerting the individual involved. The supervisor, or designee, will determine whether to involve local law enforcement officials or continue an inquiry.
5. In a case where the decision to deny entry is appealed to supervisory staff and the

individual is granted approval for entry, he or she must stay in the public area of the facility under staff supervision.

6. The individual must be permitted to leave if he or she so chooses. If the individual stays and is waiting while law enforcement officials arrive, then facility staff will fully cooperate to describe events that led to the incident. Typically, the individual will identify him or herself and provide information to the officials. Facility staff may not detain civilians against their will.

V. CLOSING

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

VI. REFERENCES

- A. *Mont. Code Ann. § 2-15-112 (2009)*
- B. *4-4172, ACA Standards for Adult Correctional Institutions, 4th Edition*
- C. *3-JTS-2G-02, ACA Standards for Juvenile Correctional Facilities, 2003*
- D. *DOC Policies [3.1.3, Logs and Record-keeping Systems](#); [3.1.17, Searches and Contraband Control](#); [3.3.8, Offender Visiting](#)*

VII. ATTACHMENTS

None.