



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

Policy No. DOC 3.1.7	Subject: EMERGENCY EQUIPMENT AND ARMORY OPERATIONS
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 3
Section I: Security Operations	Effective Date: Feb. 1, 1997
Signature: /s/ Mike Ferriter, Director	Revised: 04/24/12

I. POLICY

The Department of Corrections secure care facilities will ensure that communication equipment, firearms, ammunitions, chemical agents, and related items such as batons and protective clothing, are available for emergency preparedness and response.

II. APPLICABILITY

Secure care facilities Department-owned and contracted, 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.

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.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. The facility administrator, or designee, is responsible for the following:
 - a. approve the type and quantity of security equipment based on an analysis of the physical plant and offender population profile;
 - b. provide written authorization for the purchase of firearms, munitions, or other security equipment;
 - c. authorize firearms for posts such as patrols, towers, and specific escort activities;
 - d. approve the conveyance or use of firearms inside a facility;
 - e. ensure the facility maintains a written record of routine and emergency distribution of security equipment; and
 - f. ensure staff receive training in the safe handling and use of security equipment.
2. The chief of security, or designee, is responsible for the following:
 - a. appoint, in writing, an armory officer who will receive training in all duties pertaining to the facility's armory operation and will be responsible for the facility's security equipment; and
 - b. ensure that systems are in place to document the issuance, use, and return of all security equipment items.

3. The armory officer, or designee, is responsible for the following tasks:
 - a. implement a routine inspection program for use and storage of security equipment;
 - b. ensure security equipment is accurately accounted for by a monthly inventory system that inventories expendable munitions, supply items, and each weapon separately and includes recording and tracking firearm serial numbers and equipment and supply quantities;
 - c. supervise delivery of all armory items to the facility;
 - d. ensure the necessary rotation of stocks so that ammunition and gas munitions do not become outdated;
 - e. establish an inspection and maintenance program and will keep the essential, related records; and
 - f. verify a quarterly inventory of all items and issue a report to the chief of security for review.
4. The use of facility security equipment will be in accordance with *DOC Policies [3.1.8, Use of Force and Restraints](#), and [3.1.31, Firearms](#).*

B. Storage, Access, and Issue

1. Facilities will store emergency security equipment according to the following:
 - a. in authorized facility locations with temperature and humidity control to maximize shelf life, effectiveness, and condition;
 - b. riot gear must be stored allowing for rapid issue and adequate space to enable staff to outfit themselves quickly; and
 - c. armories containing firearms will be equipped with emergency lighting, a telephone, and a secure pass-through or split door through which to issue equipment.
2. Armory access must adhere to the following:
 - a. the control center officer will maintain a log including date and time of individuals who enter the armory and will maintain a set of emergency armory keys;
 - b. the armory officer or assistant armory officer will be the only persons with general armory access;
 - c. the armory must be readily accessible to authorized staff in emergencies; and
 - d. inaccessible to offenders at all times.
3. The Department requires that each facility utilize a positive identification system to ensure emergency equipment will only be issued to staff qualified according to Department policies including [DOC 1.4.1, Staff Development and Training](#) and that facilities issue security equipment according to the following:
 - a. equipment will only be issued upon exchange of a chit; and
 - b. when equipment is returned, the receiving officer will return the chit and note the condition of the returned equipment.
4. Munitions with an expired shelf date will be issued for training use only, will be

marked “for training use only,” and will be stored separately.

5. Expendable munitions, or the containers in which munitions are shipped, will be marked with an expiration date.

C. Maintenance

1. Authorized Department staff will clean and test weapons and ammunition regularly and repair as needed to keep equipment in safe operating condition.
2. Records of any commercial firearm repairs will be marked on a card kept on each weapon that charts its history, issue pattern, and normal maintenance, as well as major repairs or rebuilds.

D. Additional Security Equipment

1. Facilities may utilize additional security equipment that includes, but is not limited to, the following:
 - a. telephone systems with the capability of setting off an alarm in the control center if left off the hook for a specified period of time;
 - b. intercom systems that link the control center to other key posts;
 - c. personal body alarms for staff in housing units and other key areas, with monitoring equipment in the control center;
 - d. two-way radios and mobile units in any vehicles used by the facility; and
 - e. additional fixed security equipment as deemed necessary by the facility.

V. CLOSING

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

VI. REFERENCES

- A. [2-15-112, MCA](#)
- B. 4-4173; 4-4200, 4-4201; *ACA Standards for Adult Correctional Institutions, 4th Edition*
- C. *DOC Policies* [1.4.1, Staff Development and Training](#); [3.1.8, Use of Force and Restraints](#); [3.1.31, Firearms](#)

VII. ATTACHMENTS

None