



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

Policy No. DOC 3.2.2	Subject: RESPONSE TEAMS
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 2
Section 2: Safety and Emergency Procedures	Effective Date: Sept. 1, 1998
Signature: /s/ Mike Batista, Director	Revised: 03/01/2016

I. POLICY

It is the policy of the Department of Corrections to establish response teams capable of responding to situations that compromise safety and security.

II. APPLICABILITY

All secure 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.

Initial Response Team – Regardless of local title, the group of personnel trained to be first responders to situations that compromise safety and security.

Specialized Response Team – Regardless of local title, a team of personnel trained to resolve disturbances, effect hostage rescue through tactical means, and control perimeter security and crowds; members must successfully pass the POST certified Basic Swat course within the first year of participation.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. All facilities will establish and maintain Initial Response Teams to meet the specific needs of the facility.
2. Facility procedures must provide for isolation, containment, and control of situations during initial response, long term situations, and special situations such as hostage negotiation.
3. Each facility with a Specialized Response Team will develop procedures to include the following:
 - a. a selection process for all team positions;
 - b. the number of required personnel for each team;
 - c. methods to ensure teams are available when needed;
 - d. methods for maintaining records of activations and operations;
 - e. a multi-year training and exercise strategy included in the facility's Emergency Preparedness Training and Exercise Plan; and

Policy No. DOC 3.2.2	Chapter 3: Facility/Program Operations	Page 2 of 2
Subject: RESPONSE TEAMS		

- f. an organizational structure that includes, at minimum, a team commander and assistant team commander; team commanders will be responsible for maintaining the following records:
 - 1) an active member roster that includes 24-hour contact telephone numbers;
 - 2) member applications;
 - 3) qualification testing records and applicable certificates; and
 - 4) issued equipment.

B. Equipment and Training

1. Response teams will be equipped to perform their assigned tasks and provided personal protection while considering facility or program type, history and culture, and offender population profile in accordance with *DOC Policy 3.1.7 Emergency Equipment and Armory Operations*.
2. All response teams will be trained appropriately for their assigned tasks in accordance with *DOC Policy 1.4.1 Staff Development and Training*.

C. Response Team Assistance

1. A facility may request assistance to respond to situations from the Department as outlined in *DOC 1.1.6 Priority Incident Reporting and Acting Director System*.

D. Mutual Aid Deployment

1. In the event an agency outside of the department requires response team assistance, the administrator, or designee, must approve the mutual aid request.
2. The administrator, or designee, will provide the Department director a briefing regarding the details of the incident and deployment as soon as practical following deployment.
3. A written After-Action Report will be provided to the Department director within 30 days of the activation.
4. The director must review and approve all department Special Response Team Mutual Aid agreements.

V. CLOSING

Questions concerning this policy should be directed to the Department Emergency Preparedness Planning Manager.

VI. REFERENCES

- A. 2-15-112, MCA; 53-1-203, MCA
- B. *DOC Policies 1.1.6 Priority Incident Reporting and Acting Director System; 1.4.1 Staff Development and Training; 3.1.7 Emergency Equipment and Armory Operations; 3.1.31 Firearms*

VII. ATTACHMENTS

None