



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure:	MSP 1.1.10 MSP/MCE TOURS	
Effective Date:	September 21, 2001	Page 1 of 5 and 6 Attachments
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Reference(s):	DOC Policy 1.1.10	
Signature:	Jim Salmonsén / Warden	
Signature:	Gayle Butler/ MCE Administrator	

I. PURPOSE

To provide facility tours at Montana State Prison (MSP) and Montana Correctional Enterprises (MCE) to persons or groups with professional or academic interests while maintaining safety and security.

II. DEFINITIONS

Department Staff Family – for the purpose of this operational procedure includes the spouse, children, parents, siblings, foster children, foster parents, and/or grandchildren of DOC staff assigned to the MSP/MCE facility.

MCE Agricultural Tours – tours of MCE, outside of the fenced perimeter, such as the ranch, dairy and feedlot areas.

MSP/MCE Administrative Officer - An official designee designated by the administrator to provide facility or program information to the public.

III. PROCEDURES

A. Purpose of Tours

1. To familiarize legislators, judges, law enforcement, criminal justice personnel and other official visitors with the internal operations of Montana State Prison (MSP) and/or Montana Correctional Enterprises (MCE).
2. To provide an opportunity for selected victims of crime to observe the physical security of MSP to help alleviate any fears they may have associated with the secure whereabouts of inmates.
3. To provide family members of Department employees working at MSP/MCE and opportunity to observe the physical setting in which their family work.
4. To familiarize the media with facility operations, and to provide them with an opportunity to secure approved photographs and film footage for their files.
5. To provide tours for selected members of the general public and educational students who have an acceptable reason to observe the operations of MSP and/or MCE.
6. To familiarize selected community groups with the operations of MSP and /or MCE in order to promote community relations.

7. To provide MCE agricultural tours to students or other interested parties to observe MCE operations outside the fenced perimeter of MSP. Such tours may include school classes, FFA, 4H clubs, agricultural students, agricultural groups, etc. All tours of MCE agricultural programs must meet the supervision requirements as set forth in this operational procedure.
8. For the purpose of this operational procedure tours do not include vendors, Department employees, employees from other state agencies, other states corrections professionals, federal agencies or contracted facilities/individuals that have official business at MSP and/or MCE.
9. Parole Board and Sentence Review hearings are public meetings that may require consideration on a case-by-case basis by the Warden or designee.

B. Tour Requests

1. All written or verbal requests for tours of MSP/MCE must be forwarded to the MSP/MCE Administrative officer.
2. Upon receipt of a request the MSP/MCE Administrative officer will mail or fax a blank copy of an *MSP Tour Request Form* (attachment A), and *MSP Tour Agreement* (attachment D), and a copy of *MSP Visitor Rules* (attachment E), to the person requesting the tour with instruction to fill out the MSP Tour Request form and mail or fax it to the MSP/MCE Administrative officer at least 15 days prior to the tour.
3. If the MSP/MCE Administrative officer does not receive the completed request a minimum of 15 working days prior to the requested date of the tour, the tour may be denied, dependent of facility circumstances. Tour requests and criminal background checks that do not meet the advanced notice requirement are subject to the approval of the Warden/MCE Administrator or designee.
4. Tour requests for MCE agricultural tours or tours inside the single fenced perimeter of MCE operations will comply with the following additional steps:
 - a. the MSP Tour Request Form must be completed by the requesting person and given to the MCE Administrator or designee for approval/disapproval; and
 - b. if the tour is approved, the MSP Tour Request Form will forwarded to the MSP/MCE Administrative officer for processing. If tour request is disapproved, a copy of the request will be routed to the MSP/MCE Administrative officer and the requesting party will be notified..
5. Tour requests that will involve photographs or film footage must clearly state this on the tour request form along with the names of the person's authorized to carry and use such equipment. Prior to any photographs or film footage involving inmates the Inmate Interview/Photo Consent Form will be completed. The Warden/ MCE Administrator or designee will have final approval on all requests for photographs or film footage to be taken on tours.

C. Processing of Tour Requests

1. The MSP/MCE Administrative officer will proceed as follows:
 - a. initiate criminal background checks through NCIC on all persons listed on the Tour Requests form by filling out an *MSP Criminal Background Investigation form* (attachment C) for each participant.
 - b. MCE agricultural or MSP tour requests (outside of the fenced perimeter) security background checks through NCIC may not be required unless the tour will also involve operations inside

- of the fenced MSP perimeter. These forms must be forwarded to the AW of Security or designee at least five working days prior to the tour for approval or denial.
- c. the AW of Security or designee will forward a list of all persons approved for the tour to the MSP/MCE Administrative officer.
 - d. once the background checks are completed all written information will be shredded. No information from these checks will be released to anyone but the AW of Security or designee.
 - e. schedule experienced MSP or MCE staff to be the tour guide(s). Groups are limited to 15 persons per guide. Divided groups must tour separate areas simultaneously.
 - f. complete an *Authorization for Tour Form (attachment B)* using the list of approved persons and attach a copy of the tour request to the form.
 - g. forward the completed form (*attachment B*) to the AW of Security or designee for review., approval or denial of the tour
 - h. notify the person requesting the tour, by phone and/or in writing, of denial or approval.
 - i. if the tour is approved, the person requesting the tour will ensure copies of the *Tour Rules and Agreements (attachment D & E)* will be sent to all persons participating in the tour.
 - 1) each person participating in the tour will read the forms.
 - j. the Administrative officer will communicate the following to participants:
 - 1) directions to the facility
 - 2) required check in procedures; and
 - 3) who the tour guide(s) will be if other than the MSP/MCE
 - k. send a copy of the approved *Authorization for Tour form (attachment B)* to all affected areas (housing units, work areas, Shift Commander, Lobby Officer, Checkpoint, Tour Guide, etc.);
 - l. all MCE agricultural tours involving students under the age of 18 will require a *parent/guardian release form (see attachment F)*. Parent/guardian release form must be signed and returned prior to the tour; and
 - m. if a tour request is denied, an appeal may be requested. The Warden / MCE Administrator or designee will review the appeal and render a decision.
2. The Tour Guide(s) will proceed as follows:
- a. arrange to have another employee assist in the tour if they determine the tour plan does not provide adequate supervision.
 - b. chit out a handheld radio from Main Control.
 - c. meet the group at the front entrance Lobby Officer post or the MCE Accounting office depending on where the tour is to be given.
 - d. have each participant read and sign a *Tour Agreement form (attachment D)*, and a PREA acknowledgement form.
 - e. explain the entrance processing procedure to the group and assist the Lobby Officer or MCE staff member with the processing.
 - f. take the group into an area for a brief introduction. The available areas are as follows:
 - 1) visitors' entrance area.
 - 2) the Administration Building lobby.
 - 3) Warden's Conference Room (needs to be scheduled).
 - 4) or one of the two MCE conference rooms, if the tour is for MCE programs.
3. The introduction of the tour must cover guidelines for the tour and a brief overview of the agenda. This includes, but is not limited to:

- a. inform the group that in the event of an emergency, they will be escorted to the nearest safe zone to wait for further instructions from the Command Post. Remind them not to leave the group, and to stay with the guide(s) at all times.
 - b. arrange to have Department Heads or housing unit staff give a brief presentation when the tour is in their area if possible.
 - c. monitor and supervise tour members during the tour. Should an individual stray from the group, or fail to follow staff direction, the tour will be terminated and exit procedures will be implemented; and
 - d. upon completion of the tour, escort the tour group to the front entrance for exit processing.
4. The tour guide for MCE agricultural tours will follow the guidelines listed below:
- a. check out a handheld radio from the MCE Accounting office.
 - b. tour participants will meet at the MCE Accounting office to exchange their photo identification card with a visitor's ID badge. .
 - c. the tour guide or MCE staff member will ensure that all forms have been signed, including the tour agreement form and PREA acknowledgement form. For tours that include minors under the age of 18, the tour guide will ensure that the parental release form is provided.
 - d. perform check for adherence to property and clothing requirements.
 - e. explain the guidelines for the tour, tour agreement form and a brief overview of the agenda. The Warden/MCE Administrator or designee may meet briefly with the group at this time if he or she is not accompanying the tour.
 - f. inform the group that if an emergency situation arises, they will be escorted to the Ranch Office or other assigned safety zone as soon as cleared to do so by the Command Post. Remind them not to leave the tour group, and to stay with the tour guide(s) at all times.
 - g. clear the tour group through the MSP Check Point location.
 - h. arrange to have civilian staff give a brief presentation when the tour is in their area, when feasible.
 - i. monitor and supervise tour members during the tour. Should an individual stray from the group, or fail to follow staff direction, the tour may be suspended until that individual has been removed from the tour group.
 - j. assemble the tour group in a meeting room for a questions/answer period when the tour is complete (if time permits). The Warden/MCE Administrator, Program Director or their designee may elect to participate.
 - k. exchange the photo IDs for the visitor badges when the tour group is ready to leave. Ensure all participants on a tour and visitor badges are accounted for; and
 - l. ensure proper security procedures are executed prior to the touring group leaving MSP/MCE.
5. The Lobby Officer will ensure all exit and entrance procedures are followed in accordance with *MSP Procedure 3.1.5, Entrance Procedures & Detainment of Non-Offenders* and post orders. Questions involving unusual circumstances must be forwarded to the Shift Commander.

D. Restrictions/Requirements

1. There may be a limit to the number of tours offered per month due to operational needs. Larger group tours may be approved on a case-by-case basis, as approved by the Warden/MCE Administrator.
2. Bus/vehicle tours may be approved on a case-by-case basis and the tour will consist of the following:

- a. an experienced MSP/MCE staff member must accompany and directly supervise these tours.
 - b. there is no age restriction for bus/vehicle tours; and
 - c. the driver and tour group members must remain on the bus/vehicle from the time they are cleared for entry at Checkpoint until they are cleared for exit at Checkpoint.
3. Except as provided for Department staff family members (see section g. below), the following age restrictions apply to tours:
- a. double fenced compound – individuals must be 16 years of age or older.
 - b. single fenced compound – individuals must be sixth graders or older.
 - c. outside the fenced compound (including MCE agricultural tours) - individuals must be sixth graders or older.
 - d. all tour participants under the age of 18, regardless of the type of tour, must submit a signed *MSP/MCE Visitor Release form (attachment F)* prior to the final tour approval.
 - e. vehicular tours must be accompanied at all times by at least one MSP/MCE staff member per vehicle.
 - f. student or youth program tours will consist of the following:
 - 1) there must be one teacher/sponsor and one MSP/MCE staff member per 15 tour participants. At least one additional teacher/sponsor and one MSP/MCE staff member are required four tours groups with over 15 participants, as approved by the Warden / MCE Administrator.
 - 2) the MSP/MCE staff member(s) will ensure the tour group stays together at all times, and that no participant is left unattended; and
 - 3) contact with inmates will be limited to observation of performance of job duties or explanation of what is being done.
 - g. Department staff assigned to operations at the MSP/MCE facility may request authorization to tour family members under the age of 16 on a case-by-case basis, with the final approval authority being the Warden / MCE Administrator or designee.

IV. CLOSING

Questions concerning this operational procedure will be directed to the MSP/MCE Administrative Officer

V. ATTACHMENTS

Tour Request Form	attachment A
Authorization for Tour form	attachment B
Background Investigation form	attachment C
Tour Agreement	attachment D
Visitor Rules	attachment E
MSP/MCE Visitor Release form (required for minor children)	attachment F



MONTANA STATE PRISON

Name of Tour Group/ Affiliation:

Requested Date of Tour:

Purpose of Tour:

Number of Participants (limit 15):

Participants: (all sections must be completed for approval)

- | | | |
|--|--|--|
| 1. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 2. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 3. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / |
| 4. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 5. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 6. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / |
| 7. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 8. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 9. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / |
| 10. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 11. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 12. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / |
| 13. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 14. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 15. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / |

Instructions:

The person organizing the tour must fill out the above sections and mail or fax it to the MSP Public Information Officer at least 15 days prior to the date of the tour.



**MONTANA STATE PRISON
AUTHORIZATION FOR TOUR**

NAME OF TOUR GROUP:

LOCATION:

MSP

DATE OF TOUR:

TIME FRAME:

Start:

Finish:

TOUR PARTICIPANTS AND ADDRESSES:

BACKGROUND CHECKS COMPLETED BY: _____

Name and Title

APPROVED: Yes No

ITINERARY: (include specific locations and times)

PURPOSE OF TOUR:

MSP/MCE Administrative Officer

Shift Commander

A.W. of Security/Designee

copies to: Warden
MSP/MCE Administrative Officer
Main Control
MCE Administrator

Command Post
Checkpoint
Tour Locations (from Itinerary above)

Lobby Officer
AW of Security



MSP Criminal Background Investigation

Name: _____ Social Security Number: _____
 Last First Middle

(M) Male (F) Female

Date of Birth (month/day/year): _____

Reason for entering Montana State Prison:

Staff Requesting NCIC Check:

Space below is for Montana State Prison remarks:

Date: _____ CJIN Operator: _____
 Approved Denied A.W. of Security/ (designee): _____ Date: _____



MONTANA STATE PRISON TOUR AGREEMENT

Your presence at Montana State Prison/ Montana Correctional Enterprises will be in accordance with *MSP 1.1.10, Montana State Prison Tours*. Please take a minute and read these rules and agreement before signing.

1. I will provide a state driver's identification card before admittance to Montana State Prison/Montana Correctional Enterprises. Media are also required to present official media business identification.
2. I will not bring onto Prison property anything which may constitute contraband either legal or illegal, pursuant to federal or state statute, rule or policy, including any firearm, dangerous weapon, implement of escape, explosive, alcoholic beverage, narcotic or any other item creating a threat to the safety, security, or management of the Prison. Tobacco or tobacco paraphernalia must be secured in a locked vehicle.
3. I will submit to a reasonable search (metal detector) and pat search of myself and equipment as considered necessary by Montana State Prison for entry into the prison.
4. I will be dressed in a manner that will not distract, disturb or be offensive to staff, inmates or other visitors. Please see the attached clothing requirements.
5. I will conduct myself in a lawful and orderly manner during my visit to Montana State Prison.
6. I will comply with all directives of correctional personnel while on prison property and will remain with the tour at all times.
7. I will not exchange written information with inmates while touring Montana State Prison.
8. I understand that potential risks exist in a correctional facility, and in the event of an emergency I will remain with the tour guide and wait further instructions.

By signing this agreement, I agree to comply with its conditions and understand that failure to abide by them will result in my removal from prison property. No one will be permitted on the tour without first having read and signed this form.

NAME (Please Print)

SIGNATURE

MSP/MCE REPRESENTATIVE (Witness)

/ /
DATE



Notice to all prospective visitors of Montana State Prison (MSP) and Montana Correctional Enterprises (MCE).

To provide for the safety of guests at the prison, all visitors must receive prior written approval. Criminal background checks are required prior to clearance into the MSP single or double fenced perimeter.

All visitors are required to stop at the Checkpoint and identify themselves to the Checkpoint Officer, informing him of the reason for the visit and providing identification as requested. The Checkpoint Officer has the authority to search all vehicles and to deny entrance to prison property.

Visitors must park in the main "employee" parking lot located in front of the Administrative Building. For MCE agricultural tours visitors will park in the MCE Ranch office parking lot located in front of the log cabin building before the MSP Check Point location.

All personal items carried into the front entrance by visitors must be presented to the entrance post staff for approval to be brought into the secure compound. All items not allowed must be returned to, and secured in, the visitor's vehicle. These items must be kept to a minimum.

MSP/MCE does not have storage areas for personal items and is not responsible for items lost or stolen. Cameras and recording devices are not permitted inside the prison without proper written approval from the Warden, MCE Administrator, Security Major or designee. Cell phones are not permitted inside the prison compound.

Visitors must provide a photo ID such as a driver's license, student ID or media identification card as proof of identity at check-in. Students without IDs will be identified by the sponsor and matched to the visitor release form for minor children. The ID will be surrendered at check-in and replaced by a visitor's badge, which must be kept visible at all times.

Clothing requirements: Dress conservatively. This is an adult male facility. Tours usually require extensive outdoor walking, so please wear comfortable shoes as well as comfortable clothing.

The following clothing restrictions apply:

- No spandex tops or pants
- No leotards, or leggings
- No attire that resembles or reflects gang attire, i.e., colored bandanas that are associated with gang affiliation
- No mini-skirts, mini-dresses, shorts, skorts, or culottes (at or above the knee)
- No excessively baggy clothing
- No tube tops, tank tops, halter tops, sleeveless tops
- No transparent or see-through clothing
- No skin revealing shirts or dresses with skin revealing slits
- No clothing with designs that promote illegal drugs, alcohol, or sexual behavior
- No camouflage clothing
- Female visitors must wear a bra at all times; a slip must be worn with a dress
- All visitors must wear proper undergarments (bra, slip, underwear)

All visitors will be required to clear a metal detector and may be subject to pat-down searches in accordance with *MSP 3.1.17a Searches*.

Visitors are required to sign an Agreement form. This form indicates that visitors agree to comply with the rules of the prison and that failure to abide by the rules will result in the immediate cancellation of the visit, or tour, plus removal from prison property. A MSP or MCE employee must escort visitors throughout the prison.



MSP/MCE VISITOR RELEASE FORM

Required for Minor Children

I, _____, the parent or legal guardian of _____
(Print Name) (Name of child – Print Name)
do hereby give permission for my child to enter Montana State Prison (MSP) and or Montana Correctional Enterprises (MCE) property.

MSP houses, maximum, close (high) medium, and minimum (low) custody adult male inmates inside a secure perimeter, and assigns job to, and houses, some minimum (low) custody inmates in a variety of enterprises outside the secure perimeter.

As a parent or legal guardian, I understand the MSP/MCE staff will do everything possible to prevent any accidents. However, I fully understand that entry onto the MSP/MCE property involves inherent risks, regardless of all feasible safety measures that may be taken by MSP/MCE. In consideration of MSP/MCE's agreement to allow the above named child entry onto MSP/MCE property, I agree to accept responsibility for any loss, damage, or injury to this child that occurs during his/her visit to MSP/MCE, that is not the result of fraud, willful injury to a person or property, or the willful or negligent violation of a law by an inmate, trustee, employee or agent of MSP/MCE.

In the event it becomes necessary for MSP/MCE staff in charge to obtain emergency care for the above named child while at MSP/MCE, I agree to assume financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.

Parent or Guardian: _____ Date: _____
(Signature)

Address: _____

Telephone Number: _____