Procedure No.: MSP 3.1.1	Subject: **MANAGEMENT OF THE SECURITY PROGRAM**
Reference: DOC Policy No. 3.1.1	Page 1 of 2 and no attachments
Effective Date: November 15, 1999	Revision: August 23, 2017
Signature / Title: Michael Fletcher / Warden	

I. PURPOSE

To maintain a secure prison that ensures the safety of the public, provides a safe working environment for employees, and offers humane and safe living conditions for inmates.

II. DEFINITIONS

Associate Warden (AW) of Security – The person designated by the Warden to manage all MSP security operations.

III. PROCEDURES

A. Associate Warden of Security

1. The AW of Security will develop a security management plan to include the following:
   a. a complete set of security related Department policies. The AW of Security is responsible for the maintenance of this information;
   b. MSP operational procedures necessary to develop and facilitate security related Department policies; the AW of Security will maintain this information and the Warden will review and approve MSP operational procedures;
   c. all applicable directives, memoranda, and other instructional materials to facilitate the implementation of security related Department policies and Montana State Prison (MSP) operational procedures;
   d. a system of permanent logs to record and document searches, audits, and security inspections;
   e. all necessary staff assignments, roster, and timekeeping records in accordance with Department policy;
   f. copies of all security post orders. Current information will be readily available for employees assigned to posts in the form of post orders derived from security related Department policy and MSP operational procedures.
   g. MSP operational procedures that outline a system of cell and other living quarter searches in accordance with *DOC Policy 3.1.15, Security Inspections*;
   h. annual review of use of force, and other operational procedures related to inmate control, to evaluate effectiveness and staff accountability.
   i. copies of all emergency plans. The AW of Security is responsible for the MSP emergency preparedness plans as specified in Department policies that regulate this area. annual training records on all emergency preparedness plans in accordance with Department policies.; and
   j. documentation that no inmates or group of inmates will be given authority over other inmates, manage any facility program, or have any role in setting or developing any MSP procedures.

B. Staff Visibility

1. All staff will maintain regular and frequent visibility in all prison programs and units. Top level administrators will be available to inmates, line staff, and mid-level managers for regular and on-going communication.

2. The Warden and Associate Wardens will visit housing and activity areas a minimum of one-time weekly.

3. When staffing allows Command Post staff will tour the facility at least once each shift. Unoccupied areas may be toured once a week.

4. Written reports or logbooks will be used to document all such visits/tours. They will reflect observed deficiencies and recommended corrective action.

IV. CLOSING

Questions concerning this procedure will be directed to the Security Major.

V. ATTACHMENTS

None