



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

Procedure:	MSP 3.1.100 SUPERVISION OF INMATES	
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I. PURPOSE

All inmates at Montana State Prison (MSP) to include Montana Correctional Enterprises (MCE) and Riverside Special Needs Unit (RSNU) will be appropriately supervised by staff. Staff will model responsible behavior and hold inmates accountable for inappropriate behavior.

II. DEFINITIONS

Cross-Gender – Supervision circumstance involving a supervisor (or correctional officer) and an inmate who are not of the same gender.

Direct Supervision – For the purpose of this procedure means that staff must maintain constant visual observations of the activities of an inmate or group of inmates and remain in the immediate area of the activities. Being in a control room or cage does not satisfy the immediate area requirement of this definition.

Exigent Circumstances – Any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to security or institutional order.

General Supervision – For the purpose of this procedure means that staff must continually monitor the activities of an inmate or group of inmates and remain in the general area of the activities.

Logbook – The official record of daily activities in an assigned area.

PREA Cross-Gender Camera Viewing Logbook – The official record used to record cross-gender viewing/monitoring of cameras of safety and observation cells.

III. PROCEDURES

A. General Provisions

1. As the supervision and observation of inmates is critical to facility security, all staff must be alert to unusual incidents, changes in types of inmate interaction, and other signs of unusual activity in the facility. Staff must immediately report anything that would indicate the possibility that one of the following events has occurred or may occur;
 - a. escape
 - b. injury to a staff member or inmate
 - c. introduction of contraband
 - d. riot
 - e. disturbance

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2. Staff surveillance of key locations is an important part of security, therefore, staff must be on duty in housing areas and other critical posts 24-hours-a-day to supervise, observe, and interact with inmates. Unit staff will be active in patrolling housing units. Staff will stay out of office areas to the greatest extent their duties allow and maintaining personal contact with inmates in the unit.
3. Staff will ensure inmates are able to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when viewing is incidental to routine cell checks.
4. Staff of the opposite gender will announce their presence when entering an inmate housing unit.
5. Inmate supervision and observation is a component of MSP's training program. All civilians (sponsors, volunteers, etc.) who are responsible for supervising or observing inmates in any capacity are required to attend the MSP orientation/training program prior to assuming those responsibilities. They will report any unusual incidents, suspicious and/or inappropriate activities or rule violations to the nearest staff member.
6. Inmates are expected to cooperate and comply with direction from all staff and designated civilian sponsors, volunteers, and supervisors.
7. All staff will report in writing (incident report) any unusual incidents, suspicious and/or inappropriate activities. Rule violations will be handled in accordance with *MSP 3.4.1 Institutional Discipline*.

B. Supervision and Observation Levels

1. Supervision of inmate(s) at work assignments;
 - a. work crew supervisors will supervise inmate workers on MSP/MCE property in accordance with the supervision requirements outlined in *MSP 3.1.14 Tool Control*.
 - b. when inmates are working off MSP/MCE property supervisors will supervise an inmate or a group of inmates by remaining in the immediate area and observing inmate movement unless a case-by-case exception has been approved by the Administrative Review Committee.
 - c. procedures for sending inmates to call outs are outlined in *MSP 3.1.11 Inmate Movement Control*.
 - d. check-out and check-in procedures for inmate work crews is outlined in *MSP 3.1.11 Inmate Movement Control*.
 - e. all staff present at the change house and rear-guard station are responsible for shakedowns and monitoring work crews being processed through those posts.
 - f. supervisors will not leave inmates unsupervised at the end of their shift. If overlapping supervision is not available, the supervisor responsible for checking inmates out will check the inmates in before leaving shift. An exception will be allowed for inmate dairy workers milking between 1700 hrs. and 2400 hrs. The following procedures will apply;
 - 1) a ranch/dairy supervisor will sign out the inmates working on this shift (which is usually limited to three inmate milkers and one feeder) following The normal checkout procedures.
 - 2) Work Dorm staff will perform random check(s) of the dairy work area and Account for the inmate workers during this period.

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- 3) during this period, the staff conducting the count of inmates living at the dairy will count the inmates checked out to do the evening milking/feeding.
 - 4) when the night shift dairy supervisor comes on shift, a verification of the location of the inmates previously signed out for the evening dairy milking/feeding with Work Dorm officers.
 - 5) inmates checked out to do the evening milking/feeding will be in the appropriate locations or be subject to disciplinary action.
 - g. once inmates are signed out by their respective work supervisor, the supervisor is responsible for conducting inmate counts and census checks in accordance with the procedures outlined in *MSP 3.1.21 Inmate Counts*.
 - h. inmates will not be allowed to drive vehicles into the main prison compound. Supervisors will keep vehicle traffic through the Guard Station to a minimum during mass inmate movement.
 - i. workplace shakedowns will be conducted in accordance with *MSP 3.1.17a Searches*. Supervisors will also conduct random shakedowns of their workers and workplace.
 - j. the procedures outlined in *DOC Policy 5.1.3 Adult Offender in Work Programs/Projects* will be followed when an inmate is assigned to a job assignment off prison property.
 - k. the procedures outlined in *DOC Policy 5.1.6 Wildland Fire Suppression Crews* will be followed when an inmate is assigned to an MSP fire crew.
 - l. general rules for inmate workers who use state vehicles;
 - 1) inmate vehicle traffic will be regulated and monitored by work supervisors and custody staff.
 - 2) inmates are only allowed in state vehicles with two-way radios when accompanied by a staff supervisor.
 - 3) inmates driving/operating state vehicles or equipment must carry on their person a valid institutional driving permit. Supervisors may not authorize inmates to drive/operate state vehicles or equipment without this permit.
 - 4) if an inmate who is driving/operating state vehicles or equipment is stopped by staff the inmate must provide the permit, the name of his job supervisor, and nature of his business. The staff person will check with the Shift Commander, Work Crew Supervisor, or Unit Manager to verify what the inmate reported.
 - 5) no more than three inmates may ride together in a state vehicle without a staff Escort.
 - 6) inmates driving off prison property who drive on public highways and roads are required to have a current Montana driver's license in addition to an institutional driving permit.
 - a) staff will escort and maintain visual contact with the inmate operated vehicle at all times, except for vehicles driven by MCE inmate workers on the following roads:
 - county road bordering MSP/MCE property in Rach 2 area
 - county road on the Rock Creek/Elk Ridge road (access to prison property)
 - Railroad siding in Deer Lodge to prison property (the supervisor must notify Check Point when the MCE inmate workers are hauling grain from town)
 - b) the supervisor will notify Check Point by radio of their departure and destination and radio confirmation of their return.
2. When inmates from multiple custody levels are being supervised in the same location/area

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(housing unit, yard, gym, library, school, visiting, etc.) they must be supervised at the level of the inmate with the highest custody level.

a. supervision of inmates who are not at their work assignments or confined to their cell or dayroom;

- 1) Restrictive Housing inmates
 - a) maximum – direct
 - b) administrative segregation – direct
 - c) temporary lockup or detention – direct
- 2) High Side inmates – general
- 3) Reception inmates – general
- 4) Low Side inmates – general
- 5) Work Dorm inmates – general
- 6) RSNU inmates – general

C. Cross-Gender Camera Monitoring/Viewing

1. Cross -gender staff monitoring of cameras focused on common areas that include inmate cells, is permissible, provided inmates are given the opportunity or instructed to change clothing or disrobe in designated areas not directly monitored by security cameras.
2. Cross-gender staff camera monitoring of an inmate in safety/observation cells where a safety concern exists, and the inmate may be viewed in a state of undress where viewing of breasts, buttocks, or genitalia is permissible in exigent circumstances, for example:
 - a. a staff member of the same sex is not available for that specific post (control cage, command post, infirmary).
3. Command Post will attempt to re-assign same gender officer to the control cages in RHU, SAU, and Infirmary when an inmate is moved to a safety/observation cell and a cross-gender officer is currently assigned to work the cage monitoring the cell. Command Post will attempt to assign same gender officers to the affected control cage while the cell is occupied by an inmate.
 - a. Command Post staff will document on the daily report actions taken to re-assign the same gender officer to the post.
4. Cross-gender viewing/monitoring of any camera will be notated in the PREA cross-gender viewing logbook.
 - a. notations will include name of staff member, inmate name, DOC #, reason for cross-gender viewing and start and end time of viewing/monitoring.
5. Command Post staff on duty viewing/monitoring inmates in safety/observation cells will:
 - a. document in the PREA cross-gender camera viewing logbook a cross-gender supervisory staff member is currently on duty and must monitor RHU and SAU safety/observation cells. Documentation will include name of staff member, inmates name, DOC #, reason reason for cross-gender viewing and start and end time of viewing/monitoring.
6. Cross-gender staff may not view video or recorded images of an inmate who is in a state of undress where viewing of breasts, buttocks, or genitalia is visible except in exigent circumstances for investigative purposes.
 - a. staff will ensure documentation of any exigent circumstances by making a notation in the PREA cross-gender viewing logbook.

D. Emergency Procedures

1. When the institutional emergency siren is sounded, no movement will be allowed unless authorized by Command Post.
2. Work crew supervisors will assist in any shakedowns of inmates returning to the secure compound in emergency situations. During these shakedowns the security officer is in charge.
3. Work crew supervisors will return to their work area after returning work crews to the secure compound. Work crew supervisors will secure all tools, equipment, and raw materials, and await further instructions.

IV. CLOSING

Questions concerning this procedure should be directed to the Warden.

V. ATTACHMENTS

None