



DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE

Table with 2 columns: Field (Procedure, Effective Date, Revision Date(s), Reference(s), Signature) and Value (MSP 3.1.15 SECURITY INSPECTIONS, October 24, 2000, July 13, 2009, September 15, 2020, DOC 3.1.15, /s/ Jim Salmonsens /Interim Warden). Includes page number 'Page 1 of 3 and no Attachments'.

I. PURPOSE

To maintain a system of physical plant inspections to ensure that inmates do not escape or otherwise compromise security.

II. DEFINITIONS (none)

III. PROCEDURES

The key to an effective security inspection program is identifying specific areas of responsibility for specific staff members to inspect on a strict timetable. The AW of Security is responsible for the overall management of this program. Inspections will be conducted each day, and in some cases, each shift. Every area of Montana State Prison will be covered by the system, including the perimeter. In developing the inspection program, the AW of Security will provide a clear description of the physical security features to be inspected. These must include, but are not limited to, a daily inspection of the following:

- Locks and related hardware (hinges, etc.)
Doors and windows
Bars and grille work
Gratings, manhole covers and hatch plates
Fences, fence fabric, fence hardware, fence wire, and electronic detection systems
Ventilators and tunnel accesses
Entrances
Other equipment and security features

During these inspections, staff will be alert for changes in equipment or other features of the facility, accumulations of contraband, and conditions that would constitute a life safety or security hazard, such as blocked entrances, locks painted over, etc.

A. Main Control Center

Montana State Prison's main control center requires special security considerations. This post will be manned 24 hours a day. The following areas will be inspected on a daily basis:

- Security glazing and grille work
Ventilation grilles
Emergency lighting and power backup units

- Walls, floors, and ceilings
- Security vestibule entrance
- Doors
- Locks
- Roof access

B. Housing Units

1. Security inspections in housing units, such as recreation yards and rooms used by inmates require close attention and must be inspected at least once a shift.
2. Unit security inspections will be noted on the Unit Manager Monthly Report.
3. Restrictive Housing units require closer attention. All security hardware and recreation areas must be inspected before and after each recreation period.
4. Common areas will be inspected by Command Post, i.e., Low Gym, Low Support, High Gym, High Support and the Wallace Building. Inspections will be noted on the Command Post daily report.

C. Reporting

1. Reporting will include the use of specifically designed inspection forms for each area.
2. These forms will be completed by a pre-identified staff member given responsibility for the area (or a designated replacement in the event of leave or other absence) who will submit the completed form to the Shift Commander for review before the end of their shift.

D. Intervals for Inspection

1. All security features will be inspected weekly except as otherwise specified above.
2. In addition to filing the required inspection reports with the Shift Commander, all inspections and any findings will be noted in the unit or post logbook, or on the Daily Security Inspection Sheet.

E. Corrective Action

1. The staff member discovering a discrepancy during a security inspection will immediately initiate the required corrective action.
2. Repeat discrepancies that indicate a lack of proper remedial action must be noted on the inspection form and will be subject to follow-up by the Shift Commander, and, if necessary, the AW of Security or designee.

Procedure No.: MSP 3.1.15	Subject: SECURITY INSPECTIONS
Effective Date: September 15, 2020	p. 3 of 3

3. The Shift Commander who is responsible for reviewing the inspection forms will send a copy of all security inspection forms, which note discrepancies, to the AW of Security or designee for notification purposes.

F. Review

1. To ensure the program is operating effectively, the AW of Security or designee will review the security inspection forms compiled by the Shift Commanders at least weekly.

IV. CLOSING

Questions concerning this operational procedure will be directed to the AW of Security.

V. ATTACHMENTS (none)