DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE

Procedure:	**MSP 3.1.33 RADIO COMMUNICATIONS**	
Effective Date:	November 20, 2001	Page 1 of 4 and 1 Attachment
Revision Date(s):	April 26, 2010, February 28, 2021	
Reference(s):	DOC Policy 3.1.33	
Signature:	/s/ Jim Salmonsen / Warden	
Signature:	/s/ Gayle Butler / MCE Administrator	

I. PURPOSE

To facilitate, control, and enhance effective internal and external communications throughout Montana State Prison (MSP), Montana Correctional Enterprises (MCE), and Riverside Special Needs Unit (RSNU) in accordance with the Federal Communications Commission, applicable State of Montana statutes, State of Montana Public Safety Communications Bureau and Department of Corrections Policy (DOC).

II. 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.

Department Radio system Manager (DM) – The Department IT Communications Manager is responsible for oversight of the Department-wide radio communication system.

Emergency Preparedness Manager (EPM) – The contact responsible for oversight and coordination of all safety and emergency management phases throughout the Department.

Fleet Mapping Document – Documentation of which law enforcement agencies, mutual aid channels, and department trunked, and non-trunked channels and frequencies are programmed onto radios in each specific area of operation.

Radio System – A two-way communication radio system, which may include base, mobile and portable equipment capable of transmitting and receiving.

III. PROCEDURES

A. General Requirements

1. The personal safety and security of staff, inmates, and communities are dependent on MSP, MCE, and RSNU staff properly using established radio communication systems.

2. All staff will be appropriately trained and understand communication procedure, protocols and maintain serviceability and accountability of assigned communication systems.

3. Only staff who have been trained and certified by the Department-approved radio vendor or who received specialized training will provide maintenance or programming of radios. Approved vendors will provide maintenance and programming at the discretion of the DM.

B. **Responsibilities**

1. The Warden or designee is responsible for developing an internal standard operating procedure and a training sustainment plan for communication systems and will ensure these documents adhere to the minimum requirements set forth in DOC Policy. A copy of these documents will be provided to the Emergency Preparedness Manager (EPM).

2. The AW of Operations is responsible for the maintenance and inventory of the communication system and equipment.

3. Administrators will inventory radio equipment issued and maintained by their department.

4. MCE staff will use the Ranch Office as the primary location for communication and the Work and Re-entry Center as a secondary location.

5. The fleet mapping Document (attachment A) has been developed and will be utilized. The DM will be provided a copy of this document and any changes will be reported to the EPM.

6. MSP will use the Department of Corrections Logistical Support Plan (LSP) as a reference plan for maintaining radio system components.

C. **Communications System Operations**

1. Primary dispatch capabilities are located at the MSP Command Post.

2. During emergencies, a secondary command operation radio site shall be authorized by the warden or designee. This secondary site will be responsible for incident command only. Primary facility operations shall remain the responsibility of MSP Command Post.

3. Radio batteries will be maintained in a charged state and rotated as necessary.

4. All communication equipment will be tested prior to the beginning of each shift. Staff will immediately notify their supervisor and prepare and submit a communications equipment work order to the Lock Shop upon discovery of any defective or otherwise malfunctioning equipment.

5. Command Post will be notified of all facility emergencies.

6. The dispatch of all emergency response personnel, i.e., first responding security staff, CSRT, fire brigade, medical staff, will be coordinated by Command Post.

7. Staff will only use the radio for communications directly relating to facility operations.

8. Staff will communicate over the radio using plain English only.

9. Staff will use military time for all radio communications.

10. Never transmit sensitive, or confidential information over the radio.

11. The use of profane or indecent language over the radio is prohibited.

12. Any transmission other than voice over the air is prohibited, this includes clicking the microphone.

13. Individual radio operators will use the individuals post or work location when transmitting;
    a. call signs for security posts and support locations will be the name of the post or location (i.e., Tower 1, Alpha Unit, High Yard, Change House, Warehouse, etc.).
    b. when initiating a radio transmission, the staff member must first identify the call sign of the post or location they are calling, and then identify their call sign. *Example:* "Alpha Unit, Change House" means Change House is calling Alpha Unit.
    c. once the transmission is initiated, the caller will wait for further acknowledgment prior to proceeding with information. The caller may repeat the radio transmission if the location fails to respond. If the call is unable to establish communication with the location, the caller will contact Command Post and advise the post/location is not responding.

D. Equipment

1. An adequate number of portable radios and recharging systems will be available.

2. Prior to entering the fenced perimeter, staff will obtain a radio from Main Control.

3. Personal two-way radios are strictly prohibited.

4. Trunked radio equipment is strictly prohibited within the secure areas of the facility for day to day operations with the exception of emergency response team operations, or unless authorized by the Warden or designee.

5. Command Post must have multiple channel capability to communicate with local external agencies.

6. The AW of Operations or designee will determine the protocols for the storage, programming, selection, and use of all radios and radio channels. The MCE Administrator will coordinate MCE radio activities with the AW of Operations.

7. Inmates are strictly prohibited from holding, operating, or installing any radio equipment.

8. Unaccounted for radios will be reported to Command Post immediately and an incident report will be completed. If the equipment is not accounted for within fifteen minutes of the initial report, the radio will be disabled.

IV. CLOSING

Questions concerning this procedure should be directed to the AW of Operations or the Emergency Preparedness Manager.

V.   ATTACHMENTS

MSP Fleet Mapping Plan Outline   Attachment A

RESTRICTED DISTRIBUTION

MSP Fleet Mapping Plan

Model	Serial Number	Trunking Enabled		Trunking Capable		Encryption Capable		Encryption Enabled	
		Yes	No	Yes	No	Yes	No	Yes	No