



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

Procedure:	3.1.5 ENTRANCE PROCEDURES & DETAINMENT OF NON-OFFENDERS	
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Signature:	/s/ Gayle Butler /MCE Administrator	

I. PURPOSE

To maintain the integrity of facility security through a perimeter security system which includes effective entrance and exit procedures that allow passage of authorized persons, items and traffic in and out of Montana State Prison (MSP) facility and properties to include Riverside Special Needs Unit (RSNU). This includes the secure fenced perimeter, the Industries Compound, as well as the surrounding one-mile area of MCE Ranch property.

II. DEFINITIONS

Associate Warden of Security - The person designated by the Warden to manage MSP security operations.

Body Scan – A whole-body security screening device which utilizes low dose x-ray scanning in order to detect contraband, weapons and similar items, hidden on and inside a person’s body.

Canine – A specially trained and certified canine used by the facility which is the property of Montana State Prison.

Canine Handler – A security staff member who works in collaboration with a specially trained canine.

Checkpoint – The location designated as the official initial entry and exit point to MSP/MCE property.

CJIN/NCIC – The acronym for: Criminal Justice Information Network/National Crime Information Center.

Construction Contractor – Any individuals employed by a private company that is contracted by the Department of Corrections or Department of Administration, Architecture and Engineering Division to work on construction projects at MSP/MCE.

Contractor – An individual employed by a private company that is contracted by the Department of Corrections. This may include nurses, mental health or medical professionals or other persons who contract with MSP/MCE or DOC to provide services.

DOC Staff – For the purposes of this operational procedure means Montana Department of Corrections employees whose permanent work locations are not at the MSP facility, and are not identified as DOC Staff Core Members.

DOC Staff Core Members - DOC staff who have completed the necessary staff training or obtained the appropriate approval to access any location within the MSP/MCE facility. These staff will have a picture chit assigned to them for the Staff Verification Board.

Entrance Badge – A badge given to visitors at the MSP/MCE facility, regardless of the type.

Industries Compound – The area which includes the MCE Industries, the MCE Vocational Education Program, and the MSP/MCE Maintenance operations within a fenced perimeter, which is adjacent to the secure fenced perimeter.

Inmate Visitor – An inmate’s social visitors/family entering MSP/MCE property on designated visiting days or for other approved visits.

Mobile Device – Includes a laptop computer, tablet computer, cellphone, smartphone, smart watch, or any device that performs similar functions.

MSP/MCE Property - Property at the MSP/MCE facility in Deer Lodge which includes the main prison facility campus within the secure fenced perimeter, the Work and Reentry Center (WRC), Martz Diagnostic Intake Unit (MDIU) as well as the surrounding one-mile area of MCE Ranch land. The term also includes the Riverside Special Needs Unit (RSNU) in Boulder consisting of the prison facility campus within the secure fenced perimeter.

MSP/MCE/CSD Staff - For the purpose of this procedure means an MSP, MCE, CSD, Board of Pardons and Parole (BOPP) employee, BOPP Board member, or a DOC Staff Core Member. This will also include contract staff (such as nurses, dentists, mental health, etc.) that have attended an MSP training program and have been provided an MSP identification card and picture chit.

MSP/MCE/CSD Staff Family – For the purpose of this procedure means a member of an MSP/MCE/CSD staff member’s family, including spouse, children, parents, siblings, grandchildren, foster children, and foster parents.

Official Visitor – Means a person that has official business at MSP MCE, CSD or, RSNU These persons may include: state and federal government officials/employees, attorneys (*does not include inmate retained attorneys or attorneys whose purpose is to meet with an inmate*), members of the Judiciary, legislators, local, state, or federal law enforcement personnel, state or federal correctional/law enforcement personnel, DOC or MCE Advisory Committee members, untrained contract or part-time service providers, or other dignitaries recognized as an official visitor by the Warden/MCE Administrator or a member of their management team.

Proper Personal Identification Card – A government issued identification card with an individual’s photograph, physical description, and dates of issue and expiration, including, valid driver’s licenses, DOC/MSP identification cards, or other agency identification cards.

Reasonable Suspicion – A conclusion drawn from specific, objective facts which would permit a reasonable and experienced correctional staff person to suspect that an individual or set of circumstances poses a threat to the security, or to the health, safety, and security of offenders, staff, visitors, contractors, or community members, including, but not limited to, committing, or conspiring or attempting to commit a crime or rule infraction.

Reasonable Suspicion Searches - The search of person, property, or area where there is a reasonable suspicion that a law or policy has been violated.

Secure Fenced Perimeter - For the purposes of this operational procedure refers to the double security fenced main perimeter surrounding the low security, high security, maximum security, and MDIU compounds.

Service Providers/Contractor – This term includes contracted persons or other vendors providing service whose assignment is primarily on Department premises, e.g., facility or program office.

Volunteer – A non-employee who has been approved by the Warden and/or the MCE Administrator to provide volunteer services for MSP or MCE, assisting with self-help groups, religious programs, and other organized inmate groups.

Vendor - For the purpose of this operational procedure means a person who is employed by a company that sells goods or services to MSP/MCE, including delivery persons, service or repair technicians, veterinarians, consultants, salespersons, cattle buyers, milk truck drivers, etc.

Visitor (other than Official Visitors) – Any person entering MSP/MCE property that is not a DOC staff member, vendor, construction contractor, official visitor, inmate visitor, or MSP/MCE/CSD staff family member. These persons may include legal visitors, volunteers, a member of a tour group, contractors (not including construction contractors), an employment applicant, or attendees or witnesses to public meetings or hearings.

III. PROCEDURES

A. General Provisions

1. The MSP/MCE property encompasses approximately 38,000 acres. The entrance procedure outlined here will cover the MSP/MCE property where it is possible to control movement into and out of the areas around the MSP facility.
2. The Check Point location is the main authorized entry and exit point. The entrance near Ranch 2 is for the use of MCE Ranch employees performing work duties and is not an authorized entry and exit point for staff. Staffing of entrances and exits will be sufficient to ensure proper supervision of all perimeter gates and the secure operation of these areas. At a minimum, all entrance posts, with the exception of Ranch 2, will be staffed to allow for direct identification and searches of all persons entering MSP/MCE.
3. The Wallace Building Lobby, the Rear-Guard Station, and the Change House are the pedestrian traffic control points for MSP.
4. Riverside Special Needs Unit – The Administrative Building entrance is the only approved pedestrian traffic control point for RSNU. The south gate is the only approved entrance into the facility for MSP, RSNU, and contractor vehicles. All entrance posts are supervised by RSNU staff.
5. Refer to the *Prohibited Items List (attachment D)* for items that are not allowed within the MSP/MCE Property and RSNU. The items on this list are not all inclusive, but any item that negatively impacts the security of the facility or staff's performance of their job duties is not allowed.
 - a. Prior to bringing a mobile device into MSP/MCE/RSNU, approval must be obtained by the Warden or designee. All mobile devices entering MSP/MCE/RSNU will be password protected at all times and never left

- unattended. Loss of any device will be immediately reported to Command Post.
- 1) mobile devices entering MSP/MCE/RSNU will be documented by entrance staff.
 - b. off-site duty stations (i.e., hospital duty) are allowed personal cell phones with permission of the shift commander. No other mobile devices are allowed.
 - c. MCE staff must have authorization from the MCE Administrator for use at the WRC and MCE ranch land. Refer to the *Prohibited Items List (Attachment D)* for further clarification.
 - 1) A lock box has been provided to lock personal cell phones in across from main control in the Wallace Building.
 - d. staff at RSNU are assigned lockers, personal cell phones will be stored and locked in the locker.
 - 2) All cell phones must be locked with either a password, thumbprint, etc. to prevent cell phones from being accessed if lost or stolen.
 - a) The lobby officer will issue a numbered key for a chit to the lock box.
 - b) Staff must then sign in the log for the box issued along with the time, date and box issued.
 - c) At the end of shift staff are required to remove items placed in the lock box, return the key and log the time. Failure to do so will result in progressive discipline.
 - d) If a staff member is cleared by the Warden to possess a cell phone inside of the institution (this would include a smart watch) the staff member must have a blue cell phone authorization card signed by the Warden. If the staff member is cleared by the Warden to possess a cell phone inside the Wallace Building (this would include a smart watch), the staff member must have a white cell phone authorization card signed by the Warden. Main Control, Command Post, and the Lobby Officer will have an up-to-date list of staff members cleared for cell phones. If a name does not appear on the clearance list, then the staff member will not be allowed to enter the institution with a cell phone until the Warden authorizes its use in writing to the Command Post.
 - e. Personal portable audio such as I Pods, MP3 players, (or other music devices that utilize a computer to upload or charge), CD players, video, DVD players, or gaming electronic entertainment devices are prohibited inside MSP/MCE Property, RSNU or off-site duty stations (i.e., hospital duty).
 - f. Personal AM/FM radios are authorized in individual offices within MSP/MCE Property. Personal AM/FM radios are not authorized for use in communal areas (e.g., unit cages, break areas) without permission from a supervisor.
6. This operational procedure does not include the process outlining public use of MCE ranch lands for archery hunting, big game retrieval, or other authorized recreational activities. These are outlined in *MSP 2.1.3, Land Use Restrictions*.

7. Persons that enter MSP//MCE or RSNU facility property other than through the established entrance, or as approved in advance by MSP/MCE/CSD Administration, are subject to removal from the property and are subject to criminal charges.
8. A Command Post Lieutenant or higher in the chain of command are authorized to waive individual requirements of this operational procedure (i.e., background checks, advance notice, etc.) for unique or extenuating circumstances.
9. Any group that consists of more than five non-MSP/MCE/RSNU staff persons will be considered a tour group, as identified in *MSP 1.1.10, MSP/MCE Tours*.
10. All inmates allowed to move through MSP/MCE/RSNU entrances will be searched in accordance with procedure outlined in *MSP 3.1.17a, Searches*.
11. Inmate visitors on the approved Correspondence/Visiting List and visiting in the structured environment of established visiting rooms are subject to separate entrance criteria as outlined in *MSP 3.3.8, Inmate Visiting*.
12. All entrance and exit sally ports into the secure fenced perimeters at the MSP and RSNU will be operated in a manner that prevents both doors and gates from being open at the same time. These areas include Main Control, Tower I, Tower III, Tower IV, Guard Station, Change House, MDIU control room and the main entrance to RSNU. Manual override capability will be available at all of these locations for emergency situations. Any override requires authorization from the Shift Commander and an incident report must be submitted to the Command Post.
13. During emergency situations the Warden, Deputy Warden, Associate Warden of Security, or designee may stop all movement entering or exiting MSP and RSNU (this includes all staff, vendors, visitors, etc.) until the situation is resolved.

B. Advance Entrance Authorization and Background Check Procedures

1. At least 72 hours prior to an official visitor, contractor, and/or vendor being authorized to enter the secure fenced perimeter, an *Entrance Authorization form (attachment H)* must be completed and distributed. Exceptions to the 72 hours can be approved by the Associate Warden of Security, Warden or MCE Administrator. For contractors, and volunteers, a Criminal Background Check must be completed.
 - a. A DOC, MSP, RSNU or MCE staff member representing the department sponsoring the visit will complete the necessary authorization form based on discussion as needed with those wishing to enter the MSP/RSNU/MCE Property.
 - b. The staff member who initiates the *Entrance Authorization form (Attachment H)* will give it to an MSP/MCE CJIN/NCIC operator to conduct a criminal background check on the individuals listed as required.
 - c. Based upon the results of this check and the following criteria, all requests for admission into the secure fenced perimeter will be approved or disapproved by the Shift Commander. Individuals that have a criminal background check report that includes felonies or misdemeanors outlined in one and two below will be looked at on a case-by-case basis for approval or denial.

- 1) The individual(s) should have no Felony convictions in the past 5 years.
 - 2) The individual(s) should have no Misdemeanor convictions for violent, disorderly, domestic, or drug related charges in the past 3 years.
 - 3) The individual(s) should have no verifiable questionable criminal / administrative activity or associated information with regard to their character which causes concerns for facility security and staff and inmate safety.
 - 4) Additionally, contractors, volunteers and vendors who have contact with inmates shall not be approved if the following applies:
 - a) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution.
 - b) Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
 - c) Has been civilly or administratively adjudicated to have engaged in the activity as described in “b)”.
 - d) The individual(s) must provide documentation regarding disposition of charges when requested by MSP/MCE officials.
 - d. Only certified MSP/MCE CJIN/NCIC staff operators, Command Post staff or higher will have access to the CJIN information.
 - e. Appropriate persons will be notified of approval or disapproval. Questions regarding disapproval must be directed to Command Post staff, the Associate Warden of Security, Warden, or MCE Administrator.
2. Official visitors, vendors, and contractors requesting authorization to enter the Industries Compound or MSP/RSNU/MCE areas outside the secure fenced perimeter are not required to undergo a criminal background check, however an *Entrance Authorization form (Attachment H)* is required for non-routine access to these designated areas. Background checks are required if they are going to have unsupervised contact with inmates. Contractors working on construction projects in these areas for an extended period of time may be required to pass a background check dependent on the project, level of staff supervision, and whether or not they will have contact with inmates in the work areas.

Note: Any members of the public attending public hearings or meetings at MSP such as Sentence Review board hearings or Prison Issues Board meetings, are not required to undergo background checks. The hearings or meetings will typically be in the Wallace Building and their movement may be restricted by the Warden or designee. They will be required to go through all other entrance procedures.

C. Security Identification Requirements for Entry and Exit & Entrance Badges

1. All persons over the age of 16 entering the MSP/RSNU/MCE property are required to provide a proper personal identification card. Anyone that cannot be properly identified by the Check Point Officer and/or Wallace Building Lobby Officer or Riverside Officer will not be allowed past these locations.

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2. DOC, MSP, RSNU, and MCE staff will present their work issued ID to the Check Point Officer or entrance officer at RSNU upon entry and must wear this ID in a visible location on their person at all times while working on facility property (*see section C.3. below on the protocol for staff who don't have their work issued ID upon entry*).
3. MSP/RSNU/MCE staff family, official visitors, visitors, vendors, volunteers, and contractors entering MSP/MCE property may be required to exchange their personal identification card for an Entrance Badge (*see attachment J*) depending on the location they are at the facility to visit.
 - a. They must produce appropriate documentation or information about the nature of their business at MSP/RSNU/MCE or have been cleared in advance by an *Entrance Authorization form (Attachment H)* which will be available at the entrance points.
 - b. MSP Human Resources staff will submit a list with the names of prospective employees to the Shift Commander for entrance authorization no later than 24 hours prior to the scheduled interview. Command Post staff will provide a copy of this list will to the Check Point and Wallace Building Lobby Officer.
 - c. The Check Point Officer will contact the appropriate location for verification when a person(s) arrive at Check Point explaining they have an appointment and there is no *Entrance Authorization form* available to document the appointment.
 - d. The entrance staff at RSNU will contact the appropriate staff member or location to verify a person(s) appointment and there is no *Entrance Authorization form* available to document the appointment.
 - e. The respective entrance post officer will clear civilians exiting MSP/MCE property through Check Point, Main Control, Guard Station, or Lobby posts.
4. Entrance badges will be used as applicable for official visitors, visitors, vendors and contractors as outlined in this operational procedure.
5. Entrance badges (*see attachment J*) will be made and authorized through MDIU Admissions staff. The badges utilized will be as follows:
 - a. Inmate Visitor badges - designated by orange color and pre-numbered.
 - b. Official Visitor, Visitors, Staff Family, Vendor badges - designated by red with white background color and pre-numbered.
 - construction Contractor badges - designated by green with white background color and pre-numbered.
6. Entrance badges will only be issued out of the MCE Office, MSP Wallace Building, and the Rear-Guard Station (only for deliveries in the Industries Compound) and the main entrance at RSNU. Each location will have a predetermined number sequence of badges. The staff member designated to issue entrance badges at their post or work location will exchange the appropriate entrance badge for the person's personal identification card and will maintain a logbook at their work location noting the issue and return of all entrance badges under their control.

- a. MCE staff will issue entrance badges to those individuals that go to the Industries Compound, work areas outside of the secure fenced perimeter, the WRC to conduct MCE business.
 - b. The Wallace Building Lobby Officer will issue entrance badges to all visitors approved to enter the Wallace Building or inside the secure fenced perimeter.
 - c. Staff at the entrance to RSNU will issue entrance badges to all visitors approved to enter the Riverside main building or inside the secure fenced perimeter.
 - d. Persons who have business both within the MCE areas and inside the secured fenced perimeter will retain the entrance badge that was first assigned to them at the Wallace Building lobby or the MCE Ranch Office.
7. At no time will staff allow an inmate to handle an entrance badge or have access to stored entrance badges.

D. Check Point

1. All persons entering and exiting MSP/MCE property will come to a stop at Check Point and present their proper identification to the officer at Check Point for authorization to proceed.
2. The Check Point Officer will complete a visual cursory search of the vehicle's interior for contraband, unauthorized items, or unauthorized passengers.
3. The Check Point Officer will clear staff members to proceed to their work location after checking proper identification.
 - a. If an employee does not have their identification card, the Check Point Officer will call the Command Post for approval to allow entry.
 - 1) Upon entrance to the Wallace Building the employee will go to the Command Post to receive a temporary ID which will be light blue in color (*see attachment J*).
 - 2) Command Post staff will log the information regarding the lost ID and notify the person's supervisor that they have been issued a temporary ID.
 - 3) The employee will return the temporary ID to Command Post staff at the end of the day in which the ID was issued.
 - 4) Command Post staff will account for all temporary IDs at the end of the business day by reconciling the number of assigned temporary ID cards with the logbook entries.
 - 5) As needed, Command Post staff will follow up on missing ID cards with appropriate staff and/or their supervisor.
 - b. Staff who regularly require a temporary ID may be subject to discipline through their chain of command.
4. All non-staff members will provide proper identification and appropriate documentation of the nature of their business at the facility.
 - a. If applicable, the Check Point Officer will use the *Entrance Authorization form* for verification.
 - 1) If there is no *Entrance authorization form*, or the officer has questions, the officer will notify the appropriate work area or

Command Post staff for instructions. As necessary, the Check Point Officer will require the non-staff member(s) to wait at the Check Point until the nature of the business is verified and clearance is granted.

- 2) dependent on the nature of the business the person(s) are at the facility to conduct, the Check Point Officer will direct the individuals to the MCE Office (adjacent to Check Point), Wallace Building, MDIU, WRC, or one of the work areas outside of the secure fenced perimeter as outlined in the appropriate section below.
 - b. an *Entrance Authorization form* is not required for inmate visitors, delivery vehicle drivers, and DOC staff.
5. Service Providers/Volunteers and Contractor signoff requirements for PREA are as follows:
 - a. all service providers, volunteers and contractors must receive a PREA Brochure, unless they have already received one and have signed off on the Department of Corrections *PREA Acknowledgement form (Attachment G)*. Checkpoint officers will check the provided PREA Contractor/Volunteer Log to verify this information.
 - b. The checkpoint officer will direct the service providers, volunteers and contractors to pull their vehicles to the side of the road and give the service providers and contractors enough time to read the brochure.
 - c. The checkpoint officer will have the service providers, volunteers and contractors sign the Department of Corrections *PREA Acknowledgement form*.
 - d. Once the form is signed, the service providers, volunteers and contractors may proceed past checkpoint.
 - e. Checkpoint officers will update the current list of service providers and contractors by adding (please print) the appropriate information to the list of those who have already received a brochure and signed the *PREA Acknowledgement form*.
 - f. Checkpoint officers will place Department of Corrections PREA Acknowledgement forms in the padlocked box marked PREA Forms. An appointed person (currently a PREA staff member) will pick up the completed forms weekly. The PREA Compliance Manager or designee will also be responsible for maintaining the list of service providers, contractors, and volunteers who have already received a brochure and signed the *PREA Acknowledgement form*. If you need additional forms, contact the PREA Compliance Manager.
 - g. The list will be updated on a weekly basis.
 6. Appropriate signage related to items not allowed on MSP/MCE property will be posted at the Check Point location.
 7. The checkpoint officer is required to wear a fluorescent yellow vest between the hours of sunset and sunrise, or during inclement weather.

E. Weapons Storage for Law Enforcement Visitors

1. Under normal circumstances law enforcement personnel will not be allowed to bring a weapon or ammunition inside the secure fenced perimeter.

2. Law enforcement officers and Highway Patrol troopers who enter prison grounds to conduct business *where they are not going into an MSP/MCE building* will not be required to secure their weapons in the Check Point weapons lockbox. The Check Point Officer will caution the officers and troopers to take the necessary precautions regarding weapons as inmates may be in the vicinity.
3. Law enforcement or MSP Transportation officers transporting inmates to/from MDIU or Tower I sally port are required to leave their weapons and ammunitions in the weapons lockbox at the Check Point location. The Check Point Officer will follow the procedures as outlined in their post orders for depositing and withdrawing weapons in the weapons lockbox, including:
 - a. Activation of the weapons storage withdrawal lights.
 - b. Directing visiting law enforcement personnel on the proper procedure for depositing and withdrawing their weapons and/or ammunition from the weapons lockbox.
 - c. Not allowing officers access past the Check Point location until all weapons and ammunition are secured inside the weapons lockbox.
4. MSP staff may utilize either the Check Point or Tower I weapons lockboxes for storage of state issued duty weapons and ammunition, depending on the situation.
5. In emergency situations, the Check Point Officer will contact Command Post staff for additional direction regarding weapon and/or ammunition storage.
6. MSP, MCE, CSD and RSNU employees will not bring their personal weapons and ammunition onto MSP, MCE property or the RSNU. The exception is solely to use the weapons range located on the MCE Ranch lands. In this case, once the employee is finished using the range, the weapon must be removed from MSP/MCE property. The Warden or MCE Administrator may allow an exemption for MSP/MCE staff who live on site to store their personal weapons in their state provided housing.
7. RSNU has a weapon lock box located in front of the Administrative building entrance.

F. Detaining Non-Offenders

1. Under applicable state law, staff who are not sworn law enforcement officers do not have the authority to detain an individual against his or her will. The individual must be permitted to leave if he or she chooses.
2. In the event an individual is found to convey contraband, or is disruptive, entrance Staff will contact Command Post for further direction. The Shift Commander will Ensure a DOC Investigator is contacted. The Shift Commander will make the Determination as to whether to contact local law enforcement. An incident report will be completed documenting the incident.
3. If there is an incident or facts emerge to suggest a possible criminal violation has occurred, entrance staff will immediately notify Command Post. If possible, this notification will be made without alerting the individual(s) involved. The Shift Commander will ensure a DOC Investigator is immediately contacted. The Shift Commander will make the determination as to whether local law

enforcement is contacted. An incident report documenting the incident will be completed.

G. Outside of the Secure Perimeter

1. Official visitors, vendors, volunteer sand contractors going to an MSP/MCE location outside of the secure fenced perimeter will be cleared through Check Point by an MSP/MCE supervisor or an *Entrance Authorization form* to go to a designated location. Vendors going to work locations outside the secure fenced perimeter are not required to have an entrance badge. A staff member will meet the person(s) at the designated location and provide the appropriate escort and supervision.
2. Official visitors, vendors, volunteers, and contractors going into the Industries Compound or the WRC for MSP/MCE business will require an entrance badge, which will be issued by the MCE Office. Vendors making deliveries in the Industries Compound will be issued an entrance badge at the Rear-Guard Station before making the deliveries in the Industries Compound. An *Entrance Authorization form* or clearance by the MCE/MSP work area or Command Post is required.
3. Persons requiring an entrance badge will be cleared through Check Point by MCE staff and either escorted or met at the entrance to the Industries Compound, WRC or Dairy location.
4. Official visitors, vendors, and contractors who will be entering the Industries Compound or the Work and Re-entry Center for MCE business will be allowed to park their vehicles at the parking areas adjacent to these locations. Escorting staff must ensure that these vehicles are appropriately locked and secured.

H. Inside the Secure Fenced Perimeter, Work and Re-entry Center, and MDIU

1. The Check Point Officer will instruct official visitors, visitors, vendors, volunteers, or contractors who are at the facility for business inside the secured fenced perimeter to park their vehicles in the Wallace Building parking lot and proceed to the Wallace Building visitor entrance.
2. The Wallace Building Lobby Officer will process official visitors, visitors, vendors, volunteers, or contractors entering the secured fenced perimeter through the Wallace Building.
 - a. The Lobby Officer will issue entrance badges to visitors, official visitors, vendors, and contractors going into the secure fenced perimeter, WRC, and MDIU.
 - b. The Lobby Officer will check if the service provider, contractor, volunteer, or a facility visitor is on the PREA Volunteer/Contractor Log.
 - 1) If not in the log with a current completion date, a *PREA Acknowledgement form* must be filled out.
 - 2) A PREA Volunteer/Contractor Pamphlet will be provided to the individual to review.
 - 3) After reviewing the individual will complete the *PREA Acknowledgement form*.
 - 4) The Lobby Officer will collect the form; denote it in the PREA

- Volunteer/Contractor Log; and forward the original form to MSP PREA Compliance Manager for filing.
- c. After being processed in the lobby, designated staff will escort these individuals while they are at the facility.
 - 1) If the individuals need escort to the MDIU or Work and Re-entry Center staff will transport them in a state-owned vehicle.
 - 2) Depending on the need for specific vendor / contractor equipment or materials they may be authorized to drive and park their vehicles at other designated locations.
 3. DOC staff will check in with the Lobby Officer and have their DOC picture ID clearly visible.
 - a. Once cleared by the Lobby Officer, MSP/MCE/CSD staff will hang their issued picture chit on their designated hook on the Staff Verification Board and proceed to their work location.
 - b. DOC Staff Core members will identify themselves to the Lobby Officer as DOC employees. They will place their issued picture chit on their designated hook on the Staff Verification Board.
 - c. DOC employees who are not DOC Staff Core members will present their DOC identification card to the Lobby Officer, who will record their name in the logbook.
 - 1) The Lobby Officer will inform them to utilize their DOC identification card as identification.
 - 2) If these individuals are going to any location but the Wallace Building, a staff escort may be required.
 - 3) Any staff member going outside of the secure facility to MDIU, Unit F, WRC, etc. who requires a ride to their work location can wait inside or outside of the Wallace Building after placing their chit on the board.
 - d. The Lobby Officer will stamp the top of one hand of each visitor, vendor, or contractor with ultraviolet light reflecting ink (using stamps of a variable pattern) to help ensure that inmates do not leave the facility in disguise.
 - e. The Lobby and /or Main Control Officer will log every inmate that passes to and from the Lobby through the Main Control sally port in the appropriate logbook.
 - 1) The Main Control Officer will ensure that inmate workers allowed through Main Control into the Wallace Building for janitorial work have the appropriate picture ID card and work roster designations for clearance. Inmate maintenance workers will not be allowed in the processing area of the Wallace Building while staff or visitors are being processed by entrance officers.
 - 2) The Shift Commander is the only person who can authorize any other inmate traffic through Main Control.
 - f. Except for WRC and MDIU Unit staff, MSP/MCE employees who have offices or work locations outside of the fenced perimeter (Ranch, Dairy, Food Factory, Canteen, WRC, Warehouse, etc.) will check in at the MCE Ranch Office, hang their issued picture chit on the Staff Verification Board, and proceed to their work location. These staff members will not have a space/hook to hang their picture chit in the Lobby. MSP staff who go to an MCE or MCE ranch areas must leave their chit on the Staff Verification

- Board. If an emergency arises they should get their name on the nearest Staff Verification Sheet as quickly as possible.
- g. When entering or exiting the Industries Compound at the Rear Officer Station or the main prison compound through the lobby, these staff members will log in and out in the appropriate logbooks.
 - h. During the time that the Rear-Guard Station is not manned, the entries should be made into the Change house logbook.

I. Searches

1. Visitors, vendors, volunteers, and contractors entering MSP/MCE Property through the Wallace Building Lobby or Rear-Guard Station and RSNU main entrance will be subject to search.
2. MSP/MCE/CSD employees at Montana State Prison are subject to search. A log will be maintained of staff that have been subject to search. All persons must pass through the metal detector whether or not they have been selected for search. Pat searches will be conducted by the same sex as the person being searched.
3. RSNU employees at RSNU location are subject to search. A log will be maintained of staff that have been subjected to search together with date, time and location. Pat searches will be conducted by the same sex as the person being searched.
4. Visitors, vendors, contractors, and volunteers entering MSP/MCE property through the Wallace building may be required to submit to a body scan in accordance with *MSP 1.1.17c Body Scanners*.
5. MSP may use a trained and certified canine, and canine handler for drug detection in Accordance with *RD MSP 3.1.36 Canine Team Operations*.
6. Search procedures will be as follows at MSP:
 - a. Metal detector scan.
 - 1) If a person is unsuccessful in clearing the walk-through metal detector during their first pass through, the officer will require them to pass through it a second time.
 - 2) If the person is unsuccessful in clearing the walk-through metal detector during their second pass through, the officer may attempt to pinpoint the location of the questionable item(s) with a hand-held metal detector. The officer will then conduct a clothed body search on the individual to identify the questionable item(s). Clothed body searches will be conducted by the same sex as the person being searched. If the questionable item cannot be determined, the person will not be allowed access into the facility. Command post must be notified at this time and an incident report must be completed by the lobby officer or other staff conducting the search and turned into Command Post.
 - b. Search of the persons belongings, including all loose articles.
7. All briefcases, tote bags, food bags, etc. allowed by operational procedure are subject to search by the Lobby Officer.
 - a. Personal bags must be clear see-through and no larger than 16x16x8 inches.

8. MSP/RSNU/MCE staff are also subject to reasonable suspicion searches.
 - a. The level of the search will be determined by the probable threat, degree of suspicion, or court order. Unclothed body searches (strip searches) can only be authorized with a search warrant.
 - b. The Lobby Officer will ask for the employee's cooperation prior to any search, however, lack of cooperation does not mean that a search will not be conducted. Employees who refuse routine, random or reasonable suspicion searches will not be allowed access to the facility. The employee will be subject to disciplinary action for non-cooperation with searches.

J. Construction Contractor Entrance Badges

1. The designated MSP/MCE Construction Project Manager will coordinate the establishment and updates to the list of authorized contractors who are involved with construction projects. The Check Point Officer at MSP will require contractors who are involved with construction projects to exchange their personal identification card for a contractor's entrance badge at the Check Point. Entrance staff at RSNU will require contractors who are involved with construction projects to exchange their personal identification card for a contractor's entrance badge.
 - a. Contractor entrance badges will be of a standard type (*see attachment D*). The badges may include a photo of the contractor to aid in the identification process for projects that are longer in duration.
 - b. The designated MSP/MCE Construction Project Manager will develop, and update construction related information (including, but not limited to, an authorized contractors list, schedules, and timelines) and will forward copies of this information to Check Point, RSNU entrance staff, the Command Post, and assigned Construction Officers.
2. Contractors who are not involved with construction projects will be allowed access to the facility as outlined in other sections of this operational procedure.

K. Staff Family

1. MSP//MCE/CSD and RSNU staff family will be allowed access to the MSP/MCE property and RSNU and facilities as outlined in *MSP 1.1.10, MSP/MCE Tours*.
2. MSPMCE/CSD and RSNU Staff family entering either the outside or the inside of the secured fenced perimeter will not be required to have a background check.
3. They must be escorted at all times by an MSP/MCE/CSD or RSNU staff member.
4. Staff family going to locations outside of the secured fence perimeter will be cleared through Check Point by telephone contact with the Shift Commander and MCE Administrator, verifying the destination, staff escort person, and nature of business.
5. An Entrance Authorization form is required in advance of the visit for staff family entering the MSP/MCE property. All MSP/MCE/CSD staff family must be processed into the MSP/MCE Property by the Wallace Building Lobby Officer, or the RSNU main entrance staff member when at the RSNU Facility. MCE staff family member may be processed at the MCE Ranch Office.

L. Vehicular Sally ports: Tower I, Tower III, Tower IV, MDIU and Guard Station

1. The MDIU sally port is the primary entrance for traffic involving staff and inmate movement in and out of the MDIU compound. The sally port gates will be remotely activated by controls located in MDIU control cage when Tower III is not manned. The staff assigned this post must monitor all traffic through this sally port to determine the purpose for entry or exit. Under no circumstances are personal vehicles allowed into the sally port, nor are they allowed to park outside the sally port gates or drop off staff outside of the gates.
2. Tower I Sally port - the Tower I sally port is the primary entrance for traffic involving inmate transportation or emergency medical responders in and out of the secure perimeter of MSP. The sally port gates will be remotely activated by controls located in Tower I. To ensure a high level of security, the staff assigned this post must monitor all traffic through this sally port to determine the purpose for entry or exit.
3. The Rear-Guard Station is a secondary point of entry into MSP and is located at the east perimeter of the main facility compound. It is the primary vehicular entrance for the Industries Compound. Officers assigned to this post must process all incoming / outgoing vehicle and foot traffic as outlined in their specific post orders, but the following basic guidelines for entry and exit will also be followed:
 - a. Entry:
 - 1) Only those persons and vehicles and/or occupants that meet MSP requirements for entry and that have staff escort will be permitted to enter the sally port (between the gates).
 - 2) When non-staff persons arrive, the Tower Officer will ensure those requesting entry meet the requirements for non-staff entry into the secure perimeter before opening the sally port gates.
 - 3) The Tower Officer must receive clearance from the Shift Commander before allowing any vehicle to enter the secure perimeter through both sally port gates.
 - b. Departure: The Tower Officer will not allow any non-staff person to leave the secure perimeter through the sally port unless they have staff escort, and the staff escort has instructed the Tower Officer to allow exit.
4. For vehicles entering the Rear-Guard Station, officers will apply the following:
 - a. Stop all incoming vehicles between the sally port gates and instruct the occupant(s) to shut off the vehicle engine, remove the keys, exit the vehicle, and stand clear of the vehicle.
 - b. Ensure vendor vehicles have been cleared by an MSP/MCE supervisor prior to allowing them inside the gates of the Rear-Guard Station. Inmates from outside work crews may be authorized by their supervisors to enter the industries compound to deliver/pickup equipment at the MVM location or conduct other assigned duties.
 - c. Complete a detailed search of all authorized vehicles.
 - d. Conduct pat and/or random hand wand metal detector searches of all inmate occupants.
 - e. Review the cargo manifest of delivery vehicles to determine if any contraband may be on board meant for other destinations. If so, the delivery must be off-loaded to a secure location outside the perimeter under staff supervision or the delivery will be declined. For non-MSP/MCE staff,

- exchange the driver's identification card for an MSP visitor's badge (escort required). Obtain confirmation of destination from staff at the intended delivery point, and/or through other records of authorization maintained at the post. The arrival of the vehicle will be relayed by phone to staff at the destination point, which will provide an escort into the Industries Compound. No delivery vehicles will be allowed through the sally port without staff escort. Staff escorts will remain with the driver at all times while it is inside the Industries Compound or secure fenced perimeter.
- f. Authorized freight deliveries made inside the Industries Compound and the secure fenced perimeter will be off loaded as quickly as possible. During the loading or unloading of any cargo, the staff responsible for the freight will maintain constant supervision of the cargo area until the process is completed. At that time, the staff responsible for the freight will secure the cargo area.

M. Packages

1. Packages delivered to MSP/MCE and RSNU will be initially screened and checked at the MSP Warehouse or MCE Accounting office by appropriate staff prior to delivery to a work location inside or outside of the secure fenced perimeter. Officers manning the entrance posts will perform an additional search of these items when they enter the secure fenced perimeter or the Industries Compound.
2. Mail and small packages delivered by the postal service will be processed through the MSP Mail Room.
3. Inmates carrying tools, parts, raw materials or other items for work operations will be cleared by their MSP/MCE supervisors and searched by security staff prior to going into or out of the secure fenced perimeter.
4. Staff that wish to exchange gifts (holidays, birthdays, etc.) must use a gift bag and leave the items unwrapped.

N. Food Items

Staff wishing to bring food in for staff gatherings (birthdays, potlucks, etc.) inside the secure fenced perimeter must have written authorization from the Shift Commander.. Food items for normal individual lunch breaks are not subject to this pre-approval process but are subject to search procedures upon entry.

1. Food items brought in for an authorized event / function will be exclusive to staff consumption. They are not intended for staff / inmate socialization activities.
2. Preferably events / functions with food products brought in by staff should be held in the Large or Small Classroom in the Wallace Building (reserved in advance), but they may be held in the appropriate location within the work area either inside or outside of the secure fenced perimeter.
3. Food for events/functions at RSNU shall be kept in the staff break room.
4. It is the responsibility of the staff and supervisor of the area to ensure that appropriate cleanup and food disposal is completed at the end of the event / function.

5. On a case-by-case basis, food items may be approved for special inmate events.
6. Events / functions related to staff organized bake sales or raffles will be held in the Wallace Building or MCE Ranch Office, not inside the secure fenced perimeter.

O. Rear Guard Station – Change House - Tower I Inmate Traffic

1. On a case-by-case basis, the Rear-Guard Station, Tower I, or Change House officers may allow inmates who live at the WRC entry into the secure fenced perimeter through the gates/doors they operate at their respective posts.
 - a. Generally, the access through the Tower I gates will be for medical services at the Infirmary or pre-approved events at the RAC, BOP hearings area, or other designated locations.
 - b. Access into the secure perimeter through the Change House will be limited to events approved in advance.
2. Inmates living and /or working outside the secured fenced perimeter and entering the Industries Compound through the Rear-Guard Station will be authorized by the appropriate staff person through a telephone call or radio transmission to the Rear-Guard Station Officer to make deliveries, pick up items or deliver/pick up vehicles or equipment at MVM. The inmate will be identified by a picture identification card, and pat search conducted.
3. At no time will outside work crews (3 or more inmates) that live at the WRC enter the Industries Compound without being accompanied by a supervisor or cleared in advance for a specific purpose or project.
4. If an MSP/MCE Instructor or Supervisor is authorizing an inmate to take paperback books back to their unit for something that pertains to their work or education assignment, the books must be marked MSP or MCE property and should include an authorization form for each book. A *Magazine/Book Checkout form (Attachment B)* should be filled out for books that pertain to work or education assignments by the issuing department. Supervisors will carry the books through the change house and give them to the inmate once they arrive at the inmate's unit. Vocational Education students may have educational paperwork they are taking to and from their unit through the change house. The officers will look through the paperwork and folder to ensure that it does not contain unauthorized items. A list of approved materials allowed by inmates will be posted at the change house (*see Attachment A*)
5. Inmates who are awaiting transport to F-Unit are to stage at the Change House until the transporting staff arrive. The Guard Station Officer will call Change House and notify the officer when to send the inmate. Guard Station will suspend traffic while inmates are being secured and unsecured.

P. Records

Entrance post staff will maintain logbooks at each entrance post to enable staff to reconstruct all visitor traffic through that post/point.

1. Log entries will include date, name, and times in and out, department visited, and by whose authority the entry was granted.

2. This log will be in bound form and will be reviewed and initialed by supervisory staff when they visit the post.
3. The logbook will be reviewed on a random basis by Command Post staff or higher during routine security rounds of the facility.
4. The logbook will be forwarded to the Shift Commander when it's full.
5. Logbooks will be maintained and retained in accordance with *MSP 3.1.3, MSP Logs & Record Keeping System*.
6. Copies of *Entrance Authorization forms* are to be kept on file in Command Post for one month, after which they will be forwarded to the Property office for archive.

Q. Staffing

1. All access points will be staffed in accordance with the facility staffing pattern at the direction of the Shift Commander.
 - a. Main Lobby will be staffed from 24 hours a day 7 days a week.
 - b. Rear Guard Station will be staffed from 0600-2100 M-F.
 - c. Check Point will be staffed 24 hours a day 7 days a week.
 - d. Change house will be staffed from 0600-1730 7 days a week
2. A Staff Sergeant or higher authority will be present in the lobby during shift change. If a command post staff is not available to be present in the lobby, a senior officer or sergeant may be designated by command post to stand shift change.
3. When possible, additional staff will be assigned to the lobby during shift change and special events.

R. Parking

1. There are four authorized parking areas for MSP/MCE /CSD employees.
 - a. MCE Ranch Office
 - b. Wallace Building Parking Lot
 - c. Wallace Building Visitor Parking Lot (for overflow)
 - d. Unit F Parking Lot
 - e. RSNU parking lot in front of Administrative Building
2. Personal vehicles must remain locked and secure at all times when not in use. Items not permitted into the institution such as cell phones, tobacco products, etc. must be kept out of view.

S. Exiting MSP/MCE Property

1. All staff, vendors, and visitors will exit through the same location they entered. They will retrieve their picture chit or ID and ensure all state issued items have been properly stored or returned to the area of check-out before leaving the property for the day. No additional stops on the property are allowed prior to proceeding to check-point unless prior written authorization is provided by the Warden, MCE Administrator or Associate Warden of Security.

IV. CLOSING

Questions concerning this procedure will be directed to the Shift Commander.

V. ATTACHMENTS

MSP/MCE Authorized/Prohibited Items through Change House by Inmates	Attachment A
Magazine/Book Checkout Sheet	Attachment B
OHR Criminal Background Authorization	Attachment C
MSP/MCE Prohibited Items List	Attachment D
Montana Department of Corrections Contractor/Volunteer PREA Disclosure Form	Attachment E
Montana Department of Corrections Background Check for Contractors and Volunteers	Attachment F
Montana Department of Corrections Contractor/Volunteer PREA Acknowledgement Form	Attachment G
MSP/MCE Entrance Authorization Form	Attachment H
MSP/MCE Entrance Badge Categories for Secure Perimeter Entrance	Attachment I
MSP/MCE Entrance Badge Photos - Restricted	Attachment J
MSP Checkpoint Commercial Vehicle Log	Attachment K