



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

Procedure:	MSP 5.5.103 INMATE ORGANIZATION & SPECIAL ACTIVITY SPONSORS	
Effective Date:	June 7, 2006	Page 1 of 4 and 1 Attachment
Revision Date(s):	May 30, 2007, July 30, 2020, July 15, 2021	
Reference(s):	DOC Policy 5.5.2 Inmate Organizations	
Signature:	/s/ Jim Salmonsens/ Warden	

I. PURPOSE

To establish procedures for approval of staff to act as sponsors for each approved inmate organization activity at Montana State Prison (MSP).

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.

Inmate Organization – A group of inmates who are pre-allowed to participate in approved activities in accordance with the Department and Division mission. Religious, cultural, treatment, recreational, or other services provided by the facility are not considered to be inmate organizations. An inmate organization may include properly approved persons from the community who act on a volunteer basis or in a volunteer capacity.

Inmate Special Activity – For the purpose of this procedure means an activity such as Family Day, Veterans ceremony, etc. held on the grounds of MSP on a specified date, time period, and place attended by approved inmates and/or visitors/guests, that is not a regular, routine, scheduled activity such as recreation, meals, religious services, school, work, visiting, treatment programs, library, etc.

Primary Sponsor – A Montana State Prison (MSP)/Montana Correctional Enterprises (MCE) staff member who is the main contact for activities in the event there is more than one sponsor for a specific activity.

Sponsor – a Montana State Prison (MSP)/Montana Correctional Enterprises (MCE) staff member who coordinates inmate organizations and special activities.

III. PROCEDURES

A. General

1. A sponsor approved by the Administrative Services Bureau Chief and the AW of Security will coordinate each inmate organization and each inmate organization activity, at the facility.
2. Prospective sponsors will take no action or perform any tasks until they are fully approved as a sponsor.

Subject: INMATE ORGANIZATION & ACTIVITY SPONSORS

3. The sponsor is responsible to ensure the organization and activity he or she is sponsoring is conducted in compliance with the procedures set forth in MSP 5.5.2 Inmate Organizations and MSP 5.5.101 Special Activities..
4. Staff members will only be allowed to be a primary sponsor for one organization at a time. A staff member can be a sponsor for no more than four activities per year, and the dates of the activities must be at least 30 days apart.
5. If there are no sponsors available for an activity, the AW of Security or the Administrative Services Bureau Chief. may approve a person to be the sponsor who has already sponsored the limit of four activities.

B. Selection of Sponsors

1. Qualifications to apply to be a sponsor of an organization or event at the MSP facility:
 - a. must be a current MSP or MCE staff member with at least one year of service.
 - b. must not be under any staff disciplinary action.
2. Application Procedure
 - a. a staff member interested in sponsoring an inmate organization or activity must complete an *MSP Inmate Activity or Organization Sponsor Application form (attachment A)* and forward it to their supervisor for review and approval/disapproval.
 - b. staff sponsor duties, tasks, and activities must not interfere with or impede the normal work activities for the assigned person's regular position.
 - c. the term of each sponsorship will be specified during the application approval process.
3. Selection Procedure
 - a. if the supervisor approves the application the form will be given to the AW of Security and Administrative Services Bureau Chief for review.
 - b. the AW of Security and the Administrative Services Bureau Chief will approve or disapprove the request after reviewing the information provided.
 - c. no activity related to a sponsored event or organization should occur until the approval process has been completed. This includes approval to compensate a sponsor for the off-duty time they spend sponsoring an organization or inmate activity.

C. Sponsor Responsibilities

1. Must develop the proposal for the organization (as outlined in *MSP 5.5.2, Inmate Organizations*) and/or the inmate special activity/event (as outlined in *MSP 5.5.101, Special Activities and MSP 5.5.102, Family Day Activities*), based on the input from the inmates that are proposing the organization or activity.
 - a. this will include the written paperwork outlining the proposal, appropriate notifications to staff, approvals required, and submission to MSP Administration prior to the deadline date; and
 - b. the sponsor will limit inmate involvement in the paperwork process and will ensure inmates don't have access to civilian names and social security numbers required for background checks.

Subject: INMATE ORGANIZATION & ACTIVITY SPONSORS

2. Must obtain a list of items requested for the organization and/or the inmate special activity/event.
3. Must obtain a list of facility equipment necessary for the organization and/or the inmate special activity/event, and the authorization to use the equipment from the respective department head(s).
4. The sponsor must contact the appropriate Shift Commander to determine whether or not there will be enough security staff available on the day and time frame of the activity to ensure that adequate security staff can be assigned to conduct searches/shakedowns and other necessary security functions. If there is adequate security available the Shift Commander will adjust the schedule to assign officers to provide the security coverage.
5. Must get approval for and make arrangements with Warehouse and Accounting staff for the purchase, receipt, and processing of any items ordered for the organization and/or an inmate special activity/event.
6. Must submit the appropriate paperwork for each proposed special activity to the AW of Security and the Administrative Services Bureau Chief at least 30 to 60 days prior to the activity.
 - a. if the proposal is approved by the AW of Security and the Administrative Services Bureau Chief, the sponsor must make written notification to necessary staff of the dates and times of the activity. No changes, additions, or substitutions are allowed following the final approval of the proposal. The AW of Security and the Administrative Services Bureau Chief must sign the final approval at least 30 days prior to the activity.
 - b. if the proposal is disapproved by the AW of Security and the Administrative Services Bureau Chief, the sponsor is responsible for informing and explaining why to the inmates involved.
7. Must be present at the activity, including set up and clean up, and shall monitor the inmates at all times. Each inmate involved in setup and cleanup must have six months clear conduct.
8. Must maintain a document file on the organization ensuring accurate records of the following are kept:
 - a. organization business, meeting agendas, and minutes.
 - b. each special activity sponsored.
9. Must ensure that accurate records and meeting minutes of all activities are distributed to the AW of Security and the Administrative Services Bureau Chief and other appropriate staff, e.g., staff from another department that were utilized in the activity.

D. Work Hours

1. A prospective sponsor must make a projection/estimation of the number of hours or time required to be the sponsor on the sponsor application form (attachment A). The following information will be used to make the estimate:
 - a. sponsors who are sponsoring an event as a volunteer may not use state paid time to organize the event. State paid time may be used (with advance approval from the AW of Security and the Administrative Services Bureau Chief) for duties such

as getting approval signatures, contacting Command Post, and Food Service since these duties are normally performed while on duty .

- b. the sponsor must receive advance approval from the AW of Security and the Administrative Services Bureau Chief prior to working any off-duty time to fulfill sponsor duties.
- c. sponsors will be compensated by the facility for off duty time at one and one-half times their regular rate of pay.
- d. sponsors who have been approved to work off-duty time will be compensated using funds from the Inmate Welfare Fund.

E. Termination of a Staff Person as a Sponsor

The AW of Security and the Administrative Services Bureau Chief may remove an approved sponsor from sponsor status for the following:

1. The activity has been completed with no remaining duties.
2. The sponsor has violated an MSP procedure or has been subject to disciplinary action.
3. The activity or organization is put on hold or suspended.
4. The sponsor's supervisor has issues related to work performance in the sponsor's normal job duties.
5. The term of the sponsor assignment has been fulfilled.
6. The sponsor has not followed MSP procedures, DOC Policies, or met the timelines for the activity.

IV. CLOSING

Questions concerning this policy shall be directed to the AW of Security or the Administrative Services Bureau Chief.

V. ATTACHMENT

MSP Inmate Activity or Organization Sponsor Application form

(attachment A)

MSP Inmate Activity or Organization Sponsor Application Form

Staff Name: _____ Date Submitted: ____ / ____ / ____

Organization or Activity Seeking Sponsor Status For: _____

How long have you been an employee of MSP/MCE? _____

Are you currently the primary sponsor of any other activity, inmate organization, or event? YES NO
If YES what activity or event are you currently sponsoring? _____

If you are currently sponsoring an activity what day is it scheduled for? _____

Have you sponsored any other activities, events, or organizations in the past year? YES NO
If YES what activities, events, or organizations have you sponsored? _____

If you sponsored an activity or activities what day(s) were they held? _____

What is the reason or rationale for your application to sponsor this inmate activity or organization?

Projected number of hours or time required to be the sponsor requested on this form: _____

Term of Sponsorship: _____

By my signature below I acknowledge that if approved to be a sponsor I am required to comply with the provisions of *MSP Operational Procedure 5.5.103, Inmate Organization & Special Activity Sponsors* and all applicable DOC and MSP policies, rules, and procedures in carrying out my duties and tasks as a sponsor.

Signature of Requesting Staff Person: _____ Date: _____

Approval of Immediate Supervisor: _____ Date: _____

Approval of Administrative Services Bureau Chief: _____ Date: _____

Approval of AW of Security: _____ Date: _____

This form will be completed for every activity and will accompany the packet prepared and processed for each activity.