



**DEPARTMENT OF CORRECTIONS  
MONTANA WOMEN'S PRISON  
OPERATIONAL PROCEDURE**

Procedure No.: MWP 1.1.10	Subject: <b>MWP TOURS</b>
Reference: DOC Policy No. 1.1.10	Page 1 of 4 with 4 Attachments
Effective Date: 04-08-2011	Revision: 11/24/2020
Signature / Title: /s/ Warden Jennie Hansen	

**I. PURPOSE**

To allow tours of MWP by selected individuals and groups using established procedures.

**II. DEFINITIONS**

**DOC Staff Family** - includes the spouse, children, parents, siblings, foster children, foster parents, and/or grandchildren of DOC staff assigned to the Montana Women's Prison.

**MWP** – Montana Women's Prison

**Valid Government photo Identification-** A valid government issued photo identification includes a driver's license, a state issued photo identification, or a passport.

**III. PROCEDURES:**

**A. Purpose of Tours**

1. To familiarize legislators, judges, law enforcement, criminal justice personnel and other official visitors with the internal operations of MWP.
2. To provide an opportunity for selected victims of crime to observe the physical security of MWP to help alleviate any fears they may have associated with the secure whereabouts of inmates.
3. To provide family members of DOC employees working at MWP an opportunity to observe the physical setting in which their family work.
4. To familiarize the media with facility operations, and to provide them with an opportunity to secure approved photographs and film footage for their files.
5. To provide tours for selected members of the public and students who have an acceptable reason to observe the operations of MWP.
6. To familiarize selected community groups with the operations of MWP to promote community relations.

**B. Tour Requests :**

1. All written requests for tours of MWP must be forwarded to the Front Desk Officer.
2. Upon receipt of a request, the Front Desk Officer will email the Associate Warden of Operations and the CJIN Lieutenant with the request. The Associate Warden of Operations will then email the Front desk Officer with approval or denial to continue the process.

Procedure No.: MWP 1.1.10	Subject: <b>MWP TOURS</b>	Page 2 of 4
Revision Date: 11/24/2020		

3. If the tour is approved, the Front Desk Officer will mail, e-mail or fax blank documents. The receiver shall complete, sign and return the following documents:
  - a. MWP Tour Agreement (Attachment A),
  - b. MWP Visitor Rules (Attachment B)
  - c. Background Investigation form (Attachment C)
  - d. Parent / Guardian Release (Attachment D) if applicable.
4. If the tour is denied, the Front desk Officer will inform the requestor.
5. Upon the Front Desk Officer's receipt of the forms , they will forward it to the CJIN LT. Once he or she has the background checks completed, they will notify the Front Desk Officer of the results, either a pass or fail based on the background check. The Front Desk Officer will then contact the person requesting the tour to set up a future date for the tour and let the person know the results of the background checks by either a pass or fail. The Front Desk Officer will email the Associate Warden of Programming letting the him or her know when the tour is tentatively scheduled.
6. Tour requests that will involve photographs or film footage must be requested during the initial request for the tour along with the names of the person's authorized to carry and use such equipment. Prior to any photographs or film footage involving inmates, the Inmate Interview/Photo Consent Form (DOC 3.3.4 Media Access to Offenders) will be completed. The Warden, AW of Security or AW of Programming will have final approval on all requests for photographs or film footage to be taken on tours.
7. If an Inmate panel is requested, the Associate Warden of Programing or designee will ask the Admin Review Committee (ARC) for inmate panel recommendations. Once the panel is complete, the Front Desk Officer will forward the list of inmates and tour date / time to the Movement Officer.

**C. Processing of Tour Requests**

1. The Front Desk Officer will initiate criminal background checks through National Crime Information Center (NCIC) on all persons wanting to tour by sending the Background check paperwork to the CJIN Lieutenant. The CJIN Lieutenant will approve or deny all background checks.
2. Once the background checks are completed, all written information will be shredded. No information from these checks will be released to anyone but the Warden, AW of Security, AW of Operations or designee.
3. The Front Desk Officer will forward a list, by email, of all persons approved for the tour to the Shift Lieutenant and the tour requestor.



Procedure No.: MWP 1.1.10	Subject: <b>MWP TOURS</b>	
Revision Date: 11/24/2020		Page 3 of 4

- a. All tours involving students under 18 years of age, will require a parent/guardian release form (Attachment D). Parent/guardian release form must be signed and returned prior to the tour.
  - b. If a tour request is denied, an appeal may be requested. The Warden or designee will review the appeal and render a decision.
4. The Front Desk Officer will:
- a. Arrange to have employee run the tour. If the tour plan does not provide adequate supervision for a large tour group, additional staff will be assigned to assist with the tour.
  - b. Meet the group at the front entrance.
  - c. Explain the entrance processing procedure to the group.
  - d. Take the group into an area for a brief introduction. The introduction must cover guidelines for the tour and a brief overview of the agenda.
  - e. Inform the group that in the event of an emergency they will be escorted to the nearest safe zone to wait for further instructions from the Shift Lieutenant. Remind them not to leave the group, and to stay with the guide(s) always.
  - f. Ensure all exit and entrance procedures are followed in accordance with MWP 3.1.5, Entrance Procedures & Detainment of Non-Inmates and post orders. Questions involving unusual circumstances must be forwarded to the Shift Lieutenant.
5. The staff member responsible for the tour will monitor and supervise tour members during the tour. Should an individual stray from the group, or fail to follow staff direction, the tour will be terminated and exit procedures will be implemented.

**D. Restrictions/Requirements:**

1. Except as provided for DOC staff family members, the following age restrictions apply to tours:
  - a. Inside MWP – individuals must be 16 years of age or older and must be approved by the Warden or designee.
  - b. Student or youth program tours:
    - 1) There must be one teacher/sponsor and one MWP staff member per group. At least one additional teacher/sponsor and one MWP staff member are required for larger groups tours groups.

Procedure No.: MWP 1.1.10	Subject: <b>MWP TOURS</b>	
Revision Date: 11/24/2020		Page 4 of 4

- 2) The MWP staff member(s) will ensure the tour group stays together always, and that no participant is left unattended.
  
- 3) Contact with inmates will be limited to observation of performance of job duties or explanation of what is being done, unless an Inmate Panel has been set up prior to the tour.

**IV. CLOSING**

Questions concerning this operational procedure will be directed to the Warden, AW of Security or AW of Operations.

**V. ATTACHMENTS**

- MWP Tour Agreement Attachment A
- MWP Visitor Rules Attachment B
- Background Investigation Form Attachment C
- Parent / Guardian Release Attachment D

## MONTANA WOMEN'S PRISON TOUR AGREEMENT

Your presence at Montana Women's Prison will be in accordance with MWP 1.1.10, Montana Women's Prison Tours. Please take a minute and read these rules and agreement before signing.

1. I will provide a valid government photo identification before admittance to Montana Women's Prison.
2. I will not bring onto Prison property anything which may constitute contraband either legal or illegal, pursuant to federal or state statute, rule or policy, including any firearm, dangerous weapon, implement of escape, explosive, alcoholic beverage, narcotic or any other item creating a threat to the safety, security, or management of the Prison. Tobacco or tobacco paraphernalia must be secured in a locked vehicle.
3. I will submit to a reasonable search (metal detector) and pat search of myself and equipment as considered necessary by Montana Women's Prison for entry into the prison.
4. I will be dressed in a manner that will not distract, disturb or be offensive to staff, inmates or other visitors. Please see the attached clothing requirements.
5. I will conduct myself in a lawful and orderly manner during my visit to Montana Women's Prison.
6. I will comply with all directives of correctional personnel while on prison property and will remain with the tour at all times.
7. I will not exchange written information with inmates while touring Montana Women's Prison.
8. I understand that potential risks exist in a correctional facility, and in the event of an emergency I will remain with the tour guide and wait further instructions.

By signing this agreement, I agree to comply with its conditions and understand that failure to abide by them will result in my removal from prison property. No one will be permitted on the tour without first having read and signed this form.

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
MWP REPRESENTATIVE (Witness)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE



## VISITOR/TOUR RULES

Notice to all prospective visitors of Montana Women's Prison (MWP).

To provide for the safety of guests at the prison, all visitors must receive prior written approval. Criminal background checks are required prior to clearance into MWP.

All visitors are required to stop at the Front Desk and identify themselves to the Front Desk Officer, informing him/her of the reason for the visit and providing identification as requested. The Front Desk Officer has the authority to search the visitor and belongings brought into the prison and to deny further entrance into prison.

Visitors may park in the parking lot across the street from the prison or on the public street.

All personal items carried into the front entrance by visitors must be presented to the Front Desk Officer for approval to be brought into the prison. All items not allowed must be returned to, and secured in, the visitor's vehicle. These items must be kept to a minimum.

MWP does not have storage areas for personal items and is not responsible for items lost or stolen. Cameras and recording devices are not permitted inside the prison without proper written approval from the Warden, AW of Security or the Operations Manager (PIO/VIO) Designee. Cell phones are not permitted inside the prison.

Visitors must provide a photo ID such as a driver's license, student ID or media identification card as proof of identity at check-in. Students without IDs will be identified by the sponsor and matched to the visitor release form for minor children. The ID will be surrendered at check-in and replaced by a visitor's badge, which must be kept visible at all times.

Clothing requirements: Tours usually require extensive walking, so please wear comfortable shoes as well as comfortable clothing.

The following clothing restrictions apply:

- No spandex tops or pants
- No shorts or mini skirts
- No transparent or see-through clothing
- No skin revealing shirts or dresses with skin revealing slits
- No hats
- No sweatshirts, coats or jackets (coats will be left at front desk)
- All visitors must wear proper undergarments (bra, slip, underwear)

All visitors will be required to clear a metal detector and may be subject to pat-down searches.

Visitors are required to sign an Agreement form. This form indicates that visitors agree to comply with the rules of the prison and that failure to abide by the rules will result in the immediate cancellation of the visit, or tour, plus removal from prison property. An MWP employee/designee must escort visitors throughout the prison.



### Criminal Background Check Authorization

*(For Employment, Service Providers, Contractor or Volunteers)*

<b>Applicant's Name:</b>	
<b>Other Names Used:</b> (i.e. aliases, maiden previous married names)	
<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	<b>Driver's License # &amp; State Issued:</b>
<b>Date of Birth:</b>	<b>Social Security Number:</b>
<b>List States Where You Have Resided:</b>	

Have you previously been employed by the State of Montana? \_\_\_ yes \_\_\_ no

If yes, at what Department and under what name were you employed: \_\_\_\_\_

Purpose: \_\_\_\_\_  
 (Reason for requesting access to DOC facility, e.g. employment, contract work, tour, volunteer, etc.)

Representing (if applicable): \_\_\_\_\_  
 (Name of company/organization you represent.)

**TO WHOM IT MAY CONCERN:**

As an applicant for a position and/or current employee with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied and/or currently hold as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned present or past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past and/or current employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied and/or for purposes related to continued employment with the Department of Corrections.

**This authorization shall be valid and effective indefinitely from the date signed.**

Have you ever been convicted of a felony? If the answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_ No \_\_\_ Yes      Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

Have you ever been convicted of Partner Family Member Assault, either Felony or Misdemeanor, or been the subject of an Order of Protection? If the answer is yes, please provide the date of the conviction/order and the jurisdiction in which the conviction/order occurred.

\_\_\_ No \_\_\_ Yes      Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT / GUARDIAN RELEASE**

**Required for Minor Children**

I, \_\_\_\_\_, the parent or legal guardian of \_\_\_\_\_,  
(Print Name) (Name of child – Print Name)  
do hereby give permission for my child to enter Montana Women’s Prison property.

MWP houses, maximum, close (high) medium, and minimum (low) custody adult female inmates inside a secure perimeter.

As a parent or legal guardian, I understand the MWP staff will do everything possible to prevent any accidents. However, I fully understand that entry onto the MWP property involves inherent risks, regardless of all feasible safety measures that may be taken by MWP. In consideration of MWP’s agreement to allow the above named child entry onto MWP property, I agree to accept responsibility for any loss, damage, or injury to this child that occurs during his/her visit to MWP, that is not the result of fraud, willful injury to a person or property, or the willful or negligent violation of a law by an inmate, trustee, employee or agent of MWP.

In the event it becomes necessary for MWP staff in charge to obtain emergency care for the above-named child while at MWP, I agree to assume financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.

Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Child’s date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_