



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

Procedure:	MWP 3.1.12 ESCORTED TRIPS	
Effective Date:	7/01/2006	Page 1 of 9 and 2 Attachments
Revision Date(s):	September 29, 2021	
Reference(s):	DOC 3.1.12	
Signature:	/s/ Jennie Hansen	/ Warden

I. PURPOSE

It is the purpose of the Montana Women's Prison (MWP) to provide the necessary level of security, supervision and control for inmates who must be escorted outside the facility and in the community.

II. DEFINITIONS

Associate Warden of Security- Person in charge of Security as designated by the Warden to manage the facility security program.

High Profile Inmate- An inmate whose case presents the potential for attracting publicity or other attention should the inmate be in the community.

III. PROCEDURES

A. Inmates being escorted outside of MWP must be transported in a safe and humane manner under the supervision of trained employees. The primary responsibility of staff escorting inmates is public safety.

1. Review and Approval for Inmate Transport

a. The Shift Supervisor or designee will:

- 1) Review all requests for escorting an inmate into the community. A completed Gate Pass (Attachment A) or completed Medical Transport Order form (OMIS) is needed for any inmate transport.
- 2) Maintain a log that indicates (Control Room Log) date, time of each transport.
- 3) Discuss with the Warden or designee the movement of high-profile inmates whose case presents the potential for attracting publicity or other attention should the inmate be in the community.

B. Security Procedures

1. Escort Requirements

- a. An adequate number of Officers will be assigned to provide safety and security during the transport based on the inmate's custody level. Below is the recommended Officer coverage by custody level.

1) Restricted Housing

- a) Maximum Custody – Two (2) Officers
- b) Administrative Segregation – One (1) Officer
- c) Protective Custody – One (1) Officer
- d) Pre-Hearing Confinement - Two (2) Officers
- e) Disciplinary Detention – Two (2) Officers

2) Close Custody – One (1) Officer

3) Medium Custody – One (1) Officer

4) Minimum Custody – One (1) Officer

2. Restraints

- a. All transported inmates will be restrained with handcuffs, leg restraints and belly chain. Exceptions can be made by the Shift Supervisor.

3. Pre-Transport

- a. The Transport Officer will arrange for all departing inmates to report to intake.
- b. Inmates who refuse to go on medical Transport when ordered, must sign a Medical Refusal form.
- c. Inmates must be strip searched before departing on an escorted trip.
- d. Clothing must be exchanged for a yellow uniform that has been thoroughly searched.
- e. After being strip searched and dressed, inmates will be placed in restraints and kept separate from all other inmates not yet searched.

- f. The Shift Supervisor will decide what articles an inmate is permitted to have in their possession during the trip. These articles should be kept to a minimum
4. Returning from Transport
 - a. Inmates must be strip searched immediately upon re-entering the prison.
5. Transport Vehicles
 - a. Transport vehicles will be equipped with appropriate security features such as:
 - 1) Law enforcement barriers
 - 2) Deactivated rear windows
 - 3) Door lock mechanisms
 - b. The Transport Officer will have a handheld two-way radio and a state cell phone.
 - c. A thorough shakedown of the transport vehicle is required before and after each transport.
 - d. The use of seatbelts is mandatory for inmates and staff.
6. Wanted Poster
 - a. The Transport Officer shall have, in their possession, an inmate wanted poster for each inmate being transported. This wanted poster will provide local law enforcement, at the scene of an escape, a picture and relevant data on the escapee.
7. Weapons Issued During Transportation
 - a. Transport Officer(s) will carry a Taser and/or OC Spray. In the event of a high profile/risk inmate needing a transport, the Yellowstone County Sheriff's Office may assist in the transport.
8. Cell Phone
 - a. At least 1 Transport Officer will have a state issued cell phone with them at all times, during a transport.

C. Transport Officer Instructions

Staff members selected for transport must read the “Transport Officer Post Order” and sign the sign off form prior to transport. Transporting Officer(s) will have in their possession a wanted poster for each Inmate being transported. The Shift Supervisor will brief the Transporting Officer(s) of any special handling requirements for each inmate being transported and the destination.

Local transports may be conducted by either a male or female officer. All out of town transports require two Transport Officers and one of them must be female.

Starting mileage and time as well as ending mileage and time will be called into Control at the beginning and end of each transport.

1. Court Appearances

- a. A direct route should be taken.
- b. The Transport Officer should be thoroughly familiar with the general floor plan of the building (stairways, elevators, hallways, etc.)
- c. When 2 Transport Officers are available, one officer will post at a strategic point to monitor possible escape routes.
- d. Inmates must be kept in restraints unless the Judge orders removal. If an inmate shows signs of hostility before leaving for court or during the trip, the Judge should be informed and a request be made to leave the restraints on during court proceedings.
- e. If the inmate becomes disruptive in front of the Judge, the Transport Officer(s) will allow the Judge to determine what action the Transport Officer(s) should take.
- f. If it appears to the Transport Officer(s) that persons or property are in immediate danger from the inmate, the Transport Officer(s) will take immediate actions to restrain/ subdue the inmate.

2. Parole / Discharge / Pre-Release

- a. The Transport Officer shall pick up all gate passes. After the inmate leaves, the pass shall be forwarded to the records Department. The state issued “inmate ID” will be shredded.
- b. The Transport Officer must ensure that:
 - 1) The inmate is dressed in discharge clothing.

c. Night shift will:

- 1) Forward all state issued items and clothing to the Property Officer.
- 2) The inmate's personal property has been thoroughly inspected by floor staff.
- 3) All property going out, that belongs to the inmate, must be searched to ensure that state property is not taken out of the facility.

d. The Institutional Probation / Parole Officer (IPPO) will:

- 1) Sign a gate pass for the inmate(s) going out on parole or discharging with the balance of their sentence suspended.

e. The Transport Officer may take the inmate to the bus depot for transportation to the inmate's approved region of residence. Family members may make arrangements with the IPPO to pick up an inmate who is discharged or leaving on parole.

3. Medical Appointments

- a. The Transport Officer will inspect each exam area for routes of escape and cover them physically or visually. Remain with the inmate at all times. If not possible (medical procedures or upon physician's request), remain right outside the door after verifying that there is not a second exit. If there is a second exit, the Transport Officer will remain in the room.
- b. In case of emergency medical treatment, the Transporting Officer will remove restraints only when requested by the treating physician and only to the degree necessary to accommodate treatment. In this event, the Transporting Officer will remain with the inmate at all times.
- c. Any threatening or inappropriate behavior on the part of the inmate will mandate that restraints be re-applied, and the inmate be returned to MWP.
- d. Do not take the inmate's medical chart unless instructed to do so by MWP Medical Staff.

4. Pregnant Inmate Transports

- a. The following information is a guide to assist in transportation of pregnant inmates:
 1. Inmates who are pregnant will be handcuffed in the front and no belly chain or leg irons will be used.
 2. High risk inmates will be accompanied by 2 Transport Officers.

5. Hospital Admissions

- a. When hospital admissions are necessary, the Shift Supervisor will arrange transport to and from the hospital.
- b. The Shift Supervisor will determine necessary staff coverage.
- c. If security is provided by local law enforcement, their personnel will provide restraints, unless otherwise authorized by the Shift Supervisor or higher authority.
- d. All inmates will be transported in restraints of some level unless injuries exist that preclude their use.
- e. If ambulance transportation is necessary, the Transport Officer will ride in the ambulance. A second Transport Officer will follow in a chase vehicle if deemed necessary.
- f. At the hospital, handcuffs will not be removed unless otherwise requested by the attending physician.
- g. The Transport Officer(s) will remain with the inmate unless otherwise instructed by the Shift Supervisor.
- h. If questions arise concerning security, the Shift Supervisor or higher authority will be consulted.

6. Out of Town Transportation

- a. When transporting an inmate to or from another location within the state of Montana, the following measures will be adhered to:
 - 1) Minimum of two Transport Officers and at least one of them being a female.
 - 2) Use of a caged vehicle is mandatory.
 - 3) Uniformed staff must be in uniform and be in possession of official identification for all out of town transport.
 - 4) All necessary legal documents such as waivers and warrants shall be furnished to the Transporting Officers.
 - 5) A state cell phone must be in the Transport Officer's possession. The phone will be used to inform Control that they have dropped off/ picked up the inmate(s) and give the starting/ending mileage.
 - 6) All necessary restraint equipment will be checked out.

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7) Obtain wanted poster for all inmates being transported.

7. Out of State Transport

- a. The following procedures must be completed when transporting inmates out of state:
 - 1) The Associate Warden (AW) of Security or designee will assign Transport Officers to conduct out-of-state trip, schedule departure, and return dates, make necessary financial, ticket, and accommodation arrangements.
- b. Prior to leaving, the Transport Officers must report to the AW of Security or designee to obtain all necessary documents (such as waivers and warrants).
- c. Transport Officers must notify the receiving facility of the departure time, estimated arrival time, number of inmates and other pertinent information. If the arrival time is delayed while in route, the Shift Supervisor and the receiving facility must be notified. If the cause of the delay is serious, local law enforcement must also be notified.
- d. The Records Department will furnish necessary legal documents such as extradition waivers and warrants.
- e. Transport Officers will carry a wanted poster for each inmate being transported.
- f. The Medical Department will furnish a report regarding any medical concerns, including prescribed medication or special handling instructions.
- g. When ground transportation is used, inmates must be dressed in the yellow transport uniforms after being strip-searched.
- h. All necessary restraint equipment will be checked out.
- i. The vehicle being used for the transport must be serviced and completely searched.
- j. Should overnight accommodations be necessary during a transport, a county jail may be used to house the inmate(s). The Detention staff should be asked if the inmate can be isolated if possible. The inmate(s) must be strip searched prior to being placed in the cell. Transport Officers should ensure the inmate is fed and inform Detention staff when they plan to depart the following day. Transport Officers should leave Detention staff with a phone number and location where they can be reached.
- k. Transport Officers must check in with the Shift Supervisor each day at noon.
- l. Transport Officers must wear official identification and uniforms when transporting inmate(s) out of state. Uniforms are not required when Transport Officers do not have an inmate in custody.

8. Air Transportation

- a. The decision to transport by air or ground will be determined by the AW of Security.
- b. The use of restraints and weapons will be governed by the policy of the airline. The Transport Officers must check with the airlines for allowable equipment and must complete any necessary forms.

D. Special Concerns

1. Illness in Route

- a. In the event an inmate becomes ill, medical assistance should be provided as soon as possible. The Transport Officers will call MWP and inform them of the situation.

2. Escapes

- a. If an inmate escapes during transport the Transport Officer(s) will attempt to apprehend the inmate. If more than one inmate is being transported, the Transport Officer should remain with the inmates in custody. Notifications shall be made to the nearest Law Enforcement Agency and MWP as soon as possible. The Transport Officer should then remain in the vicinity of the escape to assist local law enforcement agencies.

3. Meals

- a. Meals will be provided. Hand cuffs and belly chain may be removed for the meal. The inmate must be fed 3 times a day.

4. Vehicle Trouble

- a. In the case of minor trouble that can be repaired on the spot, the inmate(s) should be kept in the vehicle and observed as much as possible.
- b. In the case of serious vehicle problems, call the nearest County Sheriff or Highway Patrol. (Attachment B)
- c. At no time should the inmate be left unsupervised.

E. General Precautions

- a. Escort or transport plans, schedules, and equipment should never be discussed with, or in close proximity to an inmate.
- b. Inmates should only be notified of the trip no more than 15 minutes prior to departure, and not be allowed to make any phone calls after notification.

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- c. The inmate will remain in the vehicle except for necessary rest stops. These stops should be planned ahead of time. Rest areas must be inspected before entry, and the inmate(s) must remain under visual supervision at all times.
- d. Transport Officers must exercise good judgment, as unexpected events not covered by policy may occur on any transport.

F. Contact with the Public

- a. While in the community with an inmate, the Transport Officer(s) must make every attempt to maintain a low profile and avoid public contact. Inmates will not be permitted to make phone calls or otherwise contact any person while under escort.

IV. CLOSING

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

V. ATTACHMENTS

MWP Gate Pass
Montana Counties phone numbers

Attachment A
Attachment B

MONTANA WOMEN'S PRISON

OFFENDER GATE PASS

Offender Name: _____ DOC #: _____

Housing Unit: _____ Date: _____ Time: _____

The above offender is authorized to transport/ release for the following reason:

Parole to: _____

Discharge on: _____

Pre-Release to: _____

Other: _____

Both signatures are required prior to release. Emergency movement may be cleared by the Shift Supervisor.

X _____

Institutional Probation / Parole Officer

X _____

Shift Supervisor

**MONTANA COUNTIES, COUNTY SEATS, MIEAGE FROM YELLOWSTONECOUNTY, PHONE NUMBERS TO COUNTY SHERIFF'S OFFICE,
AND REGIONAL MHP OFFICES**

#	COUNTY	COUNTY SEAT	MI	PHONE #	MHP #	MHP DISTRICT	#	COUNTY	COUNTY SEAT	MI	PHONE #	MHP #	MHP DISTRICT
1	SILVER BOW	BUTTE	236	497-1120	494-3233	# 3 HQ	29	ROSEBUD	FORSYTH	104	346-2715		# 5
2	CASCADE	GREAT FALLS	220	454-6820	453-1121	# 2 HQ	30	DEER LODGE	ANACONDA	263	563-5241		# 3
3	YELLOWSTONE	BILLINGS	-	256-2929	896-4351	# 4 HQ	31	TETON	CHOTEAU	271	466-5781		# 2
4	MISSOULA	MISSOULA	339	258-4810	329-1500	# 1 HQ	32	STILLWATER	COLUMBUS	42	322-5326		# 4
5	LEWIS & CLARK	HELENA	223	447-8235	444-3780	HQ	33	TREASURE	HYSHAM	78	342-5211		# 5
6	GALLATIN	BOZEMAN	143	582-2100	813-4050	# 7 HQ	34	SHERIDAN	PLENTYWOOD	361	765-1200		# 5
7	FLATHEAD	KALISPELL	445	758-5585	755-6688	# 6 HQ	35	SANDERS	THOMPSON FALLS	441	827-3584		# 1
8	FERGUS	LEWISTOWN	127	535-3415		# 2	36	JUDITH BASIN	STANFORD	158	556-2212		# 2
9	POWDER RIVER	BROADUS	172	436-2333		# 5	37	DANIELS	SCOBEY	341	487-2691		# 5
10	CARBON	RED LODGE	58	446-1234		# 4	38	GLACIER	CUT BANK	328	873-2711		# 8
11	PHILLIPS	MALTA	209	654-2350		# 8	39	FALLON	BAKER	230	778-2879		# 5
12	HILL	HAVRE	250	265-2512	265-6420	# 8 HQ	40	SWEET GRASS	BIG TIMBER	82	932-5143		# 4
13	RAVALLI	HAMILTON	386	375-6282		# 1	41	McCONE	CIRCLE	242	485-3405		# 5
14	CUSTER	MILES CITY	150	874-3320		# 5	42	CARTER	EKALAKA	265	775-8743		# 5
15	LAKE	POLSON	408	883-7301		# 6	43	BROADWATER	TOWNSEND	191	266-3441		# 7
16	DAWSON	GLENDDIVE	226	377-5291	377-5238	# 5 HQ	44	WHEATLAND	HARLOWTON	92	632-5614		# 2
17	ROOSEVELT	WOLF POINT	295	653-6216		# 5	45	PRAIRIE	TERRY	188	635-5738		# 5
18	BEAVERHEAD	DILLON	261	683-3700		# 3	46	GRANITE	PHILLIPSBURG	292	859-3251		# 3
19	CHOTEAU	FORT BENTON	223	622-5451		# 8	47	MEAGHER	WHITE SULPHUR	149	547-3397		# 7
20	VALLEY	GLASGOW	279	228-4333		# 5	48	LIBERTY	CHESTER	310	759-5171		# 8
21	TOOLE	SHELBY	306	434-5585		# 8	49	PARK	LIVINGSTON	118	222-4172		# 7
22	BIG HORN	HARDIN	50	665-9780		# 4	50	GARFIELD	JORDAN	175	557-2540		# 5
23	MUSSELSHELL	ROUNDUP	53	323-1402		# 2	51	JEFFERSON	BOULDER	251	225-4075		# 3
24	BLAINE	CHINOOK	229	357-3260		# 8	52	WIBAUX	WIBAUX	254	796-2415		# 5
25	MADISON	VIRGINA CITY	209	843-5301		# 7	53	GOLDEN VALLEY	RYGATE	62	568-2231		# 2
26	PONDERA	CONRAD	280	271-4060		# 8	54	MINERAL	SUPERIOR	397	822-3555		# 1
27	RICHLAND	SIDNEY	277	433-2919		# 5	55	PETROLEUM	WINNETT	98	429-5231		# 2
28	POWELL	DEER LODGE	276	846-2711		# 3	56	LINCOLN	LIBBY	531	293-4112		# 6

MONTANA HIGHWAY PATROL EMERGENCY PHONE NUMBER 1-855-647-3777