



**PINE HILLS CORRECTIONAL FACILITY
PROCEDURE**

Policy No.: PHCF 1.1.10	Subject: DEPARTMENT FACILITY/PROGRAM TOURS
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 1: General Administration Superintendent: Steve Ray Jr.	Effective Date: 3/23/98
Signature: /s/ Steve Ray Jr.	Revision Date: 8/25/2020

I. PROCEDURE:

The Superintendent or Designee may authorize tours of Pine Hills Correctional Facility and programs for selected individuals and groups.

II. APPLICABILITY:

This Procedure applies to all Pine Hills Staff and to those requesting tours of the facility.

III. DEFINITIONS:

Administrator – At Pine Hills the administrator is the Superintendent.

Public Information Officer (PIO) – an official spokesperson designated by the administrator to provide facility or program information to the public.

IV. DIRECTIVES:

A. Purpose of Tours

1. Administrators may approve facility/program tours to:
 - a. familiarize legislators, judges, law enforcement agents, criminal justice personnel, and other official visitors with the internal operations of a state correctional facility/ program;
 - b. offer an opportunity for selected victims of crime and victim advocates to observe the physical security of a correctional facility/program in order to alleviate fears associated with the secure whereabouts of offenders;
 - c. provide the family members of Department employees with an opportunity to observe the physical setting in which their relatives work;
 - d. allow the media access to correctional facilities to familiarize them with facility operations and allow them to secure approved photographs and film footage for their files;
 - e. allow selected members of the public and associates of colleges/universities who have an acceptable reason to observe the operations of a correctional facility; and
 - f. allow designated family members the opportunity to view facilities during family reintegration meetings.

B. Approval of Tours

1. Requests to tour a correctional facility/program must be directed to the Superintendent or designee.
2. Generally, the Superintendent or designee will not approve tours for the public, students, and others without a specific need or purpose.

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3. The Superintendent or designee will consider tour requests on a case-by-case basis. They may solicit input from other Department staff such as the communications director, victim information specialist, and community corrections administrators.

C. Facility/Program Procedures

1. The procedures for approving and conducting tours are:
 - a. A request form will be completed in advance of all tours by the requesting party.
 - b. A request for a tour of the facility must be submitted at least two weeks in advance of the requested tour date, unless approved by the Superintendent or designee.
 - c. Tours are only to be conducted by experienced staff that are familiar with every area on the tour agenda.
 - d. Pine Hills reserves the right to restrict certain areas from tours when safety, security, or other program issues are of concern to the administrators of the program.
 - e. Tours will normally be conducted for groups not exceeding five people Monday through Friday, between the hours of 9 AM and 3 PM. Persons under the age of eighteen (18) are not allowed to tour the facility. All persons touring the facility may be required to show picture I.D. All money and personal property are to be left in the locked vehicle(s) of persons touring the facility.
 - f. It must be understood by all persons touring a correctional facility that there is a risk of exposure to offensive and/or dangerous situations.
2. The Department Public Information Specialist will be provided with current copies of all policies and procedures on tours.
3. Requests for tours directed to a facility/program from any person or group not mentioned in **Purpose of Tours** above may be directed to the Department Public Information Specialist for a determination on whether approval should be granted.
4. Administrators will ensure that copies of current procedures for facility/program tours are submitted to the Department's communications director for review.

V. CLOSING

Questions concerning this policy should be directed to facility/program public information officer, facility/program administrator, or the Department's communication director.

VI. AUTHORITY AND REFERENCES:

- A. 53-1-203 MCA, Powers and Duties of Department of Corrections*
- B. 4-4019, 4-4020; ACA Standards for Adult Correctional Institutions, 4th Edition*
- C. 3-JTS-1A-25, 3-JTS-1A-26; Standards for Juvenile Correctional Facilities, 2003*
- D. DOC Policy 3.1.5, Entrance Procedures and Detainment of Non-offenders*

VII. ATTACHMENTS

- A. [PHCF 1.1.10A Tour Request Form](#)