



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

Procedure:	<b>MSP 5.5.103 INMATE ORGANIZATION &amp; SPECIAL ACTIVITY SPONSORS</b>	
Effective Date:	June 7, 2006	Page 1 of 4 and 1 Attachments
Revision Date(s):	May 30, 2007, July 30, 2020	
Reference(s):	DOC Policy 5.5.2 Inmate Organizations	
Signature:	/s/ Lynn Guyer / Warden	

**I. PURPOSE**

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

**II. DEFINITIONS**

**Inmate Special Activity/Event** –an activity or event 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. and/or is governed by other policy or procedure.

**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 Administration will coordinate each inmate organization, each inmate organization activity, and any other special inmate activity and/or event at the facility.
2. Prospective sponsors will take no action or perform any tasks until they are fully approved as a sponsor.
3. The sponsor is responsible to ensure the organization and/or activity he or she is sponsoring is operated/conducted in compliance with the procedures set forth in policy and operational procedures.
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 Administration 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 and/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/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.  
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.
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 so 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. every one of its functions.
  - c. 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.

#### **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 must perform a majority of their sponsor duties/tasks while off duty based on discussion with their supervisor and the AW of Security and the Administrative Services Bureau Chief. This will include the generation of inmate special activity proposals, etc.
  - b. tasks such as getting approval signatures and contacting the Command Post and Food Service will normally be performed while on duty.
  - c. 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.

- d. sponsors will be compensated by the facility for off duty time at one and one-half times their regular rate of pay.
2. Funds from the Inmate Welfare Fund will be used to reimburse the facility for the pay the sponsor received for off-duty time.

**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 a prison procedure and/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 the established procedures and or met the timelines for the activity set in policy.

**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 / event and will accompany the packet prepared and processed for each activity /event.***