I. PURPOSE

Montana State Prison (MSP) will develop and enforce internal movement controls to ensure that inmates do not evade staff supervision, plan escapes, or engage in other impermissible activities.

II. DEFINITIONS

General Supervision – means staff must continually monitor the activities of an inmate or group of inmates and remain in the general area of the activities.

Call-out/Hold-in List – a daily schedule authorizing staff to hold an inmate in the unit pending movement to an appointment/activity as listed.

Daily Activity Schedule – a written chronological schedule of all regularly scheduled daily inmate activities/movements.

Individual Movement – scheduled or non-scheduled movement of a single inmate to different but authorized areas.

Mass Movement – scheduled or non-scheduled movement of groups of inmates usually to one selected or designated area (work, chow, yard, etc.) with or without escort.

Schedule Movement – pre-approved individual or mass movement of inmates in accordance with the Movement Sheet, Daily Activity Schedule, Call-Out/Hold-In List, or Work Roster.

Unscheduled Movement – individual or mass movement of inmates to different but authorized areas at other than designated times. This includes emergency movement in accordance with the MSP Emergency Response Plan.

Work Roster – a daily list of inmates assigned to work crews that work outside the housing units.

Outside Inmate Work Crew – Inmates working outside the fenced perimeter.

Inside Inmate Work Crew – Inmates working assigned jobs inside the double fenced compound.

Industries Compound Inmate Work Crew – any inmate working assigned jobs inside the Industries single fenced perimeter.

III. PROCEDURE

A. General Requirements

1. All individual and group inmate movement from one location to another must be controlled by staff. These controls shall include inmate check-in/check-out procedures, a call-out/hold-in
system, scheduled movements, radio/telephone communications, and a work roster. Between movements, all corridors, housing unit doors, and other traffic control points shall be locked.

2. Inmate movement will be regulated by these systems in coordination with the accountability provisions of MSP Procedure 3.1.21, Inmate Count & Supervision.

3. Inmates must go directly to and from an approved destination. Failure to do so will result in disciplinary action in accordance with MSP Procedure 3.4.1, Institutional Discipline.

4. When an inmate is sent from one location to another unescorted the sending staff member will announce the inmate’s departure from their location via phone or radio. If the inmate does not arrive at his destination within 5 minutes the receiving staff member will notify the Command Post immediately and notify the sending unit. The Command Post will coordinate efforts to locate the inmate.

5. All staff are responsible for observing and monitoring inmate movement. This includes questioning unescorted inmates about the movement they are engaged in and otherwise ensuring that inmates are following the procedures outlined in this policy. Staff must be especially alert to inmate movement that appears out of context with scheduled activities and this policy. Any suspicious activity shall be reported immediately to the inmate’s housing unit staff.

6. Staff assigned to housing units, yards, shops, and program posts must review the Movement Sheet, the daily Call-Out/Hold-In List, Work Rosters, and the Daily Activity Schedule to verify proper authorization of all inmate movement.

7. All communication regarding inmate movement may be done by telephone or radio communication. This communication must be staff to staff. Messages regarding inmate movement cannot be left with an inmate.

8. Staff shall immediately report any unaccounted for inmate to the Shift Commander and the inmate’s housing unit staff.

9. Between movements, all corridors, housing unit doors, and other traffic control points should be secured.

B. Inmate Check-in/Check Out

1. Unit staff must issue inmates their I.D. card and replace it with an appropriate assignment card on the I.D. board prior to authorizing the inmate to exit the unit.

2. The only time an inmate will leave the unit without his I.D. card is when going to meals, gym, and yard call. A count sheet will be used for movement control of gym and yard. Staff must highlight an inmate’s name on the sheet when he leaves and place a check mark by the inmate’s name when he returns to the unit. Inmates will be called to recreation by level or block. Inmates who will be at these locations during census checks must bring their ID cards.

3. Upon arrival at their destination inmates are required to turn in their ID card to the appropriate staff member.

4. Inmates must get their ID card before returning to their housing unit if they are not being escorted by staff.
C. Schedule Movement

1. Inmate Call-out/Hold-out will consist of the following:
   a. the call-out/hold-in list is the primary system used to schedule inmate appointments. This system is based on a daily master listing of scheduled inmate appointments;
   b. Call-out/hold-in records must be maintained at the Classification Placement Unit (CPU) for 30 days to provide a general reference concerning inmate activities and locations;
   c. regularly scheduled activities on the call-out/hold-in list include, but are not limited to, the following:
      1) attorney interviews;
      2) parole hearings;
      3) pre-parole school;
      4) disciplinary hearings;
      5) special activities (grievance, board, inmate council, recreation, etc.);
      6) medical/dental appointments;
      7) chaplain interviews;
      8) counseling appointments; and
      9) group attendance.
   d. Staff members who intend to meet with inmates must submit a list of the inmates they need to see to the designated staff member at least six hours prior to the close of the previous working day. Lists must be generated by a staff member, must be in the format determined by the designated staff member, and must include the following information for each inmate on the list:
      1) name and identification number;
      2) housing assignment;
      3) work assignment;
      4) destination for the appointment/activity;
      5) name of staff member holding in and calling out the inmate; and
      6) time the appointment/activity will begin and end.
   e. The designated staff member shall compile these lists into the master daily call-out/hold-in list and forward it to CPU staff who shall make and distribute copies as necessary prior to the beginning of the following workday. These copies will be available at the Main Control entrance and other common staff traffic points within the facility to ensure that appropriate staff receive them;
   f. inmates must be in their respective housing unit prior to their scheduled appointment or will be held in until called, and will only be allowed to move within the listed timeframe. If inmates are at a work assignment, it is the housing unit’s responsibility to keep track of the call-out and have inmates sent back to their housing units prior to their scheduled appointments;
   g. the staff member requesting the call-out/hold-in shall call the housing unit to confirm the appointment and initiate movement to the designated area for the listed timeframe; and
   h. if circumstances arise that preclude the appointment, the staff member requesting the call-out/hold-in is responsible to release the inmate from call-out/hold-in, or arrange for someone else to do so. Cancellation should be done by phone call to the unit and/or workplace.

D. Daily Activity Schedule
1. The Daily Activity Schedule lists general times for most routine inmate movements.

2. Anyone wishing to change a time for any activity on the Daily Activity Schedule must get written approval from both Associate Wardens.

3. Inmates will generally be sent back to their housing units at the times listed on the schedule, however a supervisor may occasionally send an inmate back outside the scheduled time by notifying the unit.

E. Movement Sheet

1. The daily Movement Sheet lists internal and external inmate movement, such as discharges, paroles, pre-hearing confinements, housing unit changes, etc.

2. The daily Movement Sheet is maintained and distributed by the CPU.

3. Entries on the daily Movement Sheet are generated through the processing of Admission/Discharge Reports, Classification Reports and Job Assignment / Removal Forms.

F. Work Roster

1. A work roster program is used to control movement of various inmate work crews to and from work areas/locations and minimize the number of inmates being placed on the call-out/hold-in list.

2. The CPU generates daily work rosters of all inmates assigned to each work crew.

3. Work crew supervisors shall pick up and return the inmates assigned to their work crews in accordance with procedures outlined below.

G. Inside Inmate Work Crews

1. Checking inmate workers out is as follows:
   a. at the beginning of the workday, inmate work crew supervisors will pick up their inmate workers at their respective units;
   b. prior to signing the workers out on the work roster, the supervisor shall verify each inmate visually with their ID card and shall keep the ID cards with them during the day;
   c. supervisors shall sign the work roster for each worker taken;
   d. if an inmate worker does not show up for work call and does not have a verified reason to miss work, he may be subject to disciplinary action. If the supervisor feels disciplinary action is necessary, he/she shall cite the inmate using a Disciplinary Infraction Report;
   e. if the supervisor wants the inmate to be sent to work when he is done with his call-out appointment, he/she must inform unit staff that he/she wants the worker sent to work when he is done with his appointment. Unit staff will send the inmate worker to his work site after notifying the work supervisor of the inmate’s destination, and shall make an entry in the unit logbook listing the inmate’s name, his destination, and the name of the supervisor authorizing the release. Unit staff shall initial the work roster; and
   f. whenever an inmate is sent to work without an escort, unit staff shall initial and log the time he went out by the inmate’s name on the work roster.
2. Checking inmate workers in is as follows:
   a. a supervisor may occasionally send an inmate to his housing unit during the workday by notifying unit staff. This shall be accomplished by following the procedures outlined in section C. “Unscheduled Movement” below;
   b. at the end of the work day, or when the final inmate or group of inmates assigned to the crew are finished with their work, the supervisor must escort all remaining inmate workers to their housing unit. The supervisor shall go to each housing unit and sign the work roster verifying each inmate on his crew has been returned to the unit;
   c. unit staff shall initial the work roster after the supervisor, verifying that each inmate the supervisor is signing in has returned; and
   d. unit staff shall sign in every inmate worker who returns to the unit without escort throughout the day. Whenever an inmate returns to the unit from work without an escort, unit staff shall initial and log the time he arrives by the inmate’s name on the work roster.

H. Industries Compound and Outside Inmate Work Crews:

1. Checking inmate workers out is as follows:
   a. inmate work crew supervisors shall pick up their inmate workers at their respective housing units;
   b. prior to signing the workers out on the work roster the supervisor shall verify each inmate visually with their ID card. Other than confined work areas (i.e. Food Factory, Lumber Processing, Food Bank, and Warehouse) supervisors will allow Outside Inmate Work Crews to retain their ID card;
   c. supervisors must sign the Work Roster sheet for each worker taken out;
   d. if an inmate worker does not show up for work call, and does not have a verified reason for doing so, he may be subject to disciplinary action. If the supervisor feels disciplinary action is necessary, he/she shall cite the inmate using a Disciplinary Infraction Report;
   e. if a supervisor wants an inmate worker sent to work when he is done with his call-out appointment, he/she must inform unit staff that he/she wants the worker sent to the supervisor when he is done with his appointment. Unit staff shall send the inmate to his supervisor after notifying the supervisor and Change House officer of the inmate’s destination and shall make an entry in the unit logbook, listing the inmate’s name, his destination and the name of the supervisor who authorized his release. Unit staff shall also enter their initials next to the inmate’s name on the work roster; and
   f. whenever an inmate is sent to work without an escort, unit staff shall initial and log the time he went out by the inmate’s name on the work roster.

2. Checking inmate workers in is as follows:
   a. with prior radio or phone notification by the assigned supervisor, an inmate that works outside the fenced compounds may occasionally return from work through the Rear-Guard Station without his supervisor when his job assignment has been completed before day’s end. This shall be accomplished by following the procedures outlined in section III.I. of this procedure;
   b. at the end of the work day, or when the final inmate or group of inmates assigned to the crew are finished with their work, the supervisor must escort all remaining inmate workers to their housing unit. The supervisor will go to each housing unit, visually match I.D. cards to
remaining inmates, and sign the work roster verifying each inmate on his crew has been returned to the unit;
c. unit staff shall initial the work roster after the supervisor verifying that each inmate the supervisor is signing in has returned; and
d. unit staff shall sign in every inmate worker who returns to the unit without escort throughout the day. Whenever an inmate returns to the unit from work without an escort, unit staff shall initial and log the time he arrives by the inmate’s name on the work roster.

I. Unscheduled Movement

1. Unscheduled movement must be kept to an absolute minimum. Routine business must be handled after normal inmate work hours whenever possible.
2. All communication regarding inmate movement may be done by telephone or radio communication. This communication must be staff to staff. Messages regarding inmate movement cannot be left with an inmate.
3. Inmates must go directly to and from an approved destination. Failure to do so will result in disciplinary action in accordance with MSP Procedure 3.4.1, Institutional Disciple.
4. Staff shall immediately report any unaccounted inmate to the Shift Commander and the inmate’s unit housing management team.
5. Staff should also make every effort to get inmates put on the Call-out/Hold-in sheet to alleviate unnecessary unscheduled movement.
6. Inmate movements that cannot be scheduled on the Call-out/Hold-In list, Work Roster, Movement Sheet, or Daily Activity Schedule shall be handled in the following manner:
   a. unscheduled movement within the double fence perimeter:
      1) the staff member requesting the unscheduled movement must notify the inmate’s housing unit staff of the request;
      2) if approved the sending area staff must notify the receiving area staff of the movement; and
      3) once the inmate arrives at the destination, that area staff must contact the area where the inmate was sent from to verify that the inmate arrived.
   b. unscheduled movement from outside the double fence perimeter:
      1) a staff member who wants to meet with an inmate must make the request to the inmate’s housing unit staff;
      2) housing unit staff shall contact the inmate’s work supervisor, informing them to send the inmate back to the unit;
      3) the work supervisor shall notify the inmate that he is to return to his housing unit. The supervisor must contact the Change House (or Rear Guard Station if outside inmate worker) to notify them that the inmate is in route;
      4) once the inmate arrives at the Change House (or Guard Station) and is cleared, the Change House or Guard Station Officer shall notify the work supervisor that the inmate has arrived there, and the inmate’s unit staff that the inmate is in route;
      5) when the inmate arrives at the housing unit, unit staff shall contact the Change House or Guard Station Officer and inform him/her that the inmate has arrived, and then contact the original requestor of the inmate and inform him/her that the inmate is in route to his appointment;
      6) when the inmate arrives at the requesting location, the requestor must contact unit staff, verifying the inmate’s arrival;
7) at the time that the inmate is to return to their unit, the same procedures will be used, but in reverse (requestor will contact unit staff at the time the inmate is sent back);

8) inmates called in for scheduled or unscheduled appointments will be eligible to return to their work assignments with proper notification to the work supervisor and Change House or Guard Station Officer; and

9) the same procedures will be used to send an inmate back to the work area:
   a) unit staff notify the supervisor and Change House or Guard Station Officer.
   b) the Change House or Guard Station Officer shall notify unit staff of inmate’s arrival, and the supervisor that inmate is in route.
   c) the supervisor contacts the Change House or Guard Station Officer once the inmate arrives.

J. Escort, Restraint, and Observation Requirements

1. Movement outside of housing units from 0600 hours to 2200 hours is as follows:
   a. general population inmates do not typically require escort, except at the beginning and end of the workday when work crews must be escorted by staff;
   b. locked housing inmates may only leave the unit with the approval of the Shift Commander, must be under staff escort at all times, and must be restrained in belly chains;
   c. MDIU inmates shall be escorted; and
   d. Inmates going to locked housing must be escorted by staff and handcuffed behind their back.

2. Movement outside of housing units from 2200 hours to 0600 hours is as follows:
   a. low side general population inmates may leave the unit unescorted, on a check-out/check-in basis, and under general supervision, but only with the approval of the Shift Commander;
   b. high side general population inmates may only leave the unit with the approval of the Shift Commander, and must be under staff escort at all times;
   c. Locked housing inmates may only leave the unit with the approval of the Shift Commander, must be under staff escort at all times, and must be restrained in belly chains;
   d. MDIU inmates shall be escorted. Transportation policy applies if leaving fenced perimeter; and
   e. Inmates going to locked housing must be escorted by staff and handcuffed behind their back.

3. Cross-over forms with authorizing signatures of approval are necessary any time a general population high side inmate is escorted inside the low side compound and vice-versa.

IV. CLOSING

Questions concerning this policy shall be directed to the Shift Commander.

V. ATTACHMENTS

Activity Schedule attachment A
MSP HIGH SIDE DAILY ACTIVITY SCHEDULE

0530>Stop all movement
0600>Official Count
0640>Close Unit III to Chow Hall
0650>Diabetics to Infirmary
0710>Close Unit II to Chow Hall
0715>All units to Pill Pass at High Support
0730>Close Unit I to Chow Hall
0730>Close Unit III Mental Health to Gym (Monday-Friday)
0730>Yard Workers to work
0800>Close Unit III Ad Seg to Yard
0800>School Students to High Support
0800>Laundry Workers to Laundry
0815>Voc-Ed Students to Laundry Building
0830>Close Unit II to Library (Monday & Wed.)
0830>Close Unit I to Library (Thursday)
0840>Close Unit III to Gym
0915>Stop all movement
0930>Census Check
0945>Yard Workers to work
0950>Close Unit I to Yard/Gym
1015>Reception to Chow Hall
1100>Laundry Workers to Chow Hall
1100>Close Unit III to Chow Hall
1115>Reception to Gym (Monday & Friday)
1135>Close Unit II to Chow Hall
1220>Close Unit I to Chow Hall
1250>School Students to High Support
1300>Voc-Ed Students to Laundry Building
1300>Wellness from all Units to Gym
1315>Close Unit III to Yard
1315>Stop all movement
1330>Census Check

(over)
MSP HIGH SIDE DAILY ACTIVITY SCHEDULE

1345>Close Unit I to Library (Monday) 1530>Return
1345>Close Unit III to Library (Tuesday & Friday) 1530>Return
1400>Yard Workers to work 1730>Return
1405>Close Unit III Ad Seg to Yard 1530>Return
1425>Close Unit II to Gym/Yard 1535>Return (seasonal)
1450>Reception to Chow Hall 1515>Return
1550>Diabetics to Infirmary 1700>Complete
1550>Close Unit III to Chow Hall 1625>Return
1630>Close Unit II to Chow Hall 1700>Return
1710>Close Unit I to Chow Hall 1740>Return
1730>Stop all movement 1820>Resume
1800>Official Count
1820>Close Unit I to Gym/Yard 1930>Return
1830>Yard Workers to work 2030>Return
1830>Kitchen Closed. All workers back.
1830>Forced Labor to Max 2020>Return
1840>Chapel to RAC (rotates) 2015>Return
1900>Close Unit II to Pill Pass at High Support 1920>Return
1920>Close Unit III to Pill Pass at High Support 1930>Return
1935>Close Unit I to Pill Pass at High Support 1950>Return
1935>Close Unit II to Gym 2025>Return
2030>Stop all movement
2100>Official Count (standing)
2200>Official Count
2400>Official Count
0200>Kitchen Workers to Kitchen
0300>Official Count
0330>Kitchen Workers to Kitchen
0430>Kitchen Workers to Kitchen
0445>Reception to Chow Hall 0520>Return
**MSP LOW SIDE DAILY ACTIVITY SCHEDULE**

0530>Stop all Movement 0630>Resume

0600>Official Count

0635>MCE Workers to Chow 0650>Return

0640>All units to Pill Pass at Low Support 0730>Complete

0640>Diabetics to Infirmary 0715>Complete

0645>Library Workers to Library ..........>Return

0650>Units to Chow Hall (rotates) 0725>Return

0720>Pipe crew workers to work ..........>Return

0730>Yard Workers to work 0915>Return

0745>Maintenance/Outside Crews to work 1500-1630>Return

0750>Students to School 1050>Return

0750>Library Workers to Library ..........>Return

0800>Chapel Worker to RAC 1100>Return

0900>Industry Kitchen Workers to Industries Chow Hall 1300>Return

0915>Stop all Movement 0945>Resume

0930>Census Check

0945>Yard Workers to work 1045>Return

0955>All units to Wellness at Gym (Tuesday & Thurs.) 1055>Return

1015>Kitchen Workers to Chow Hall 1230>Return

1100>Units to Chow Hall (rotates) 1200>Return

1210>Chapel Worker to RAC 1600>Return

1215>Yard Workers to work 1315>Return

1240>All units to Wellness at Gym (Sun.) 1345>Return

1250>Students to School 1330>Return

1300>Gym Workers to Gym 1600>Return

1315>Stop all Movement 1345>Resume

1330>Census Check

1400>Units A & D to Gym 1455>Return (except for callout)

1400>Unit A to Library (Mon., Tues., Thurs., & Fri.) 1445>Return

1430>Visits to Visiting Room (Wednesday-Sunday) 2025>Return

1445>Unit B to Library (Mon., Tues., Thurs., & Fri.) 1530>Return

(over)
(sample) MSP LOW SIDE DAILY ACTIVITY SCHEDULE (cont’d)

1500>Units B & C to Gym
1600>Return

1500>Kitchen Workers to Chow Hall
1830>Return

1600>Diabetics to Infirmary
1700>Return

1610>Units to Chow Hall (rotates)
1700>Chow Hall Closes

1630>Crews Change at Dairy

1730>Stop all Movement
1830>Resume

1800>Official Count

1830>Gym Workers to Gym
2020>Return

1830/Library Workers to Library
2020>Return

1830>Units B & WD to Hobby Shop
1900>Return

1840>Units A & D to Gym
1925>Return

1845=Yard workers w/ trash to Guard Station
1900>Return

1845>Units A, C & WD to Library (Mon., Tues., Thurs., & Fri.)
1915>Return

1905>Units C to Hobby Shop
1930>Return

1915>Units B, D & WD to Library (Mon., Tues., Thurs., & Fri.)
1945>Return

1915>All units to Pill Pass at Low Support
2025>Return

1930>Units B & C to Gym & Yard
2020>Return

1935>Unit D to Hobby Shop
2005>Return

2010>Unit A to Hobby Shop
2030>Return

2030>Stop all Movement

2100>Official Count (standing)

2200>Official Count

2230>Kitchen Worker to Chow Hall
0520>Return

2230>Infirmary Workers to Infirmary
0250>Return

2400>Official Count

0030>Command Post Worker to CP
0220>Return

0300>Official Count

0415>FS Workers to Food Factory
1300>Return

0430>Kitchen Workers to Chow Hall
0730>Return