



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

Procedure No.: MSP 3.1.7	Subject: EMERGENCY EQUIPMENT & ARMORY OPERATIONS
Reference: DOC Policy No. 3.1.7 RD	Page 1 of 4
Effective Date: January 15, 2001	Revision: (new effective date) May 13, 2009
Signature / Title: /s/ Mike Mahoney / Warden	

I. PURPOSE

To outline procedures for the access to the MSP Armory and the secure storage for all security equipment, weapons, and munitions.

II. DEFINITIONS

Security Major - the person designated by the Warden to manage all MSP security operations.

III. PROCEDURES

A. General

1. The use of security equipment (such as communications equipment, firearms, ammunition, chemical agents and related equipment) is governed by the following Department policies and MSP operational procedures:
 - a. DOC/MSP 3.1.8, Use of Force and Restraints
 - b. MSP 3.1.8A, Use of Chemical Agents and Oleoresin Capsicum.
 - c. MSP 3.1.8B, Taser Deployment
 - d. DOC/MSP 3.1.31, Firearms
 - e. MSP 3.1.33, Radio Communications
2. The type and quantity of security equipment at MSP will be approved by the Warden or designee.
3. The Security Major will identify an armorer and assistant armorer who are responsible for the operation of the Armory and enforcement of this procedure.
4. Staff will only use issued firearms and other security equipment in the performance of their assigned duties. Staff are not allowed to bring personal weapons onto facility property or store them in the Armory.
5. At no time will law enforcement officers or other official visitors be permitted to retain possession of firearms or ammunition, or any other weapons (including night sticks and chemical agents) inside the secure perimeter of MSP. They will be required to place these items in the secure gun box at Checkpoint or the Tower #1 entrance.

B. Use of Security Equipment

1. The Shift Commander or higher may authorize the use of security equipment items (other than chemical agents) for non-tower, patrol or escort use, except as provided elsewhere in DOC policy and MSP operational procedures.
2. The Warden or designee is the only person allowed to authorize the use of firearms inside MSP.
3. In non-life threatening emergencies, and only when authorized by the Shift Commander or higher, weapons may be used in non-inmate contact posts such as patrols, towers, and properly executed escort activities.

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4. The Security Major will ensure that systems are in place to document the issue, use, and return of all security equipment items.
5. Staff will receive training in the safe handling and use of security equipment.
6. Security equipment in use and storage will be subject to a regular inspection program implemented by the armorer and assistant armorer.

C. Storage of Security Equipment

1. Firearms, ammunition, chemical agents, and riot control equipment will be stored in a secure Armory outside of MSP's secure perimeter.
2. Small amounts of chemical agents and a limited amount of riot control equipment may be stored in the Command Post for emergencies.
3. The Warden or designee may authorize an alternate armory located in a tower or other impregnable location outside the secure perimeter.
4. Except as authorized by the Warden or designee, emergency or security equipment will not be stored in other locations.
5. The Armory will provide climate controlled storage conditions in order to ensure that security equipment and supplies are stored in good condition and do not prematurely deteriorate.
6. The Armory will be equipped with emergency lighting and a telephone.

D. Armory Access

1. Except in an emergency, the armorer or assistant armorer will be the only persons who may have access to the Armory.
2. In an emergency, access will be limited only to staff authorized by the Security Major to assist the armorer or assistant armorer.
3. The Armory will be absolutely inaccessible to inmates at all times.
4. The Main Control officer will maintain armory keys in a restricted key break box and will log all issue and return of those keys.
5. The armorer or assistant armorer will maintain a log of all persons entering and leaving the Armory, the time and date of entry, their reason for entering, and all equipment checked out and turned in.

E. Issue of Equipment

1. Only staff qualified as outlined in *MSP 3.1.31, Firearms* will be issued firearms and ammunition. Each qualified employee will have a firearms card identifying the types of weapons they are qualified to operate.
2. Equipment issue will be through a secure pass-through or split door.
3. Security equipment will be issued only upon exchange of a chit or entry in a logbook (or both).
4. When the equipment is returned, the armorer or assistant armorer will return the chit, noting the condition of the equipment or log the return and condition (or both).

F. Ready Room

1. Riot gear will be stored in a secure ready room.
2. Riot gear will be stored in the ready room in a way that allows for rapid issue.
3. The ready room must have enough space to enable staff to outfit themselves quickly.

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G. Inventory and Delivery of Security Equipment

1. The designated armorer or assistant armorer must accurately account for all security equipment in the armory and Command Post through the use of an inventory system that includes:
 - a. A method for the recording and tracking:
 - 1) Firearm serial numbers
 - 2) Quantities of equipment and supplies.
 - b. A separate inventory for each weapon.
 - c. A running inventory on all supply items, with inventory sheets or cards posted in the immediate storage area of each item.
 - d. A monthly review of inventories to check condition and expiration dates.
 - e. A quarterly inventory of all items. A written report of these inventories will be sent to the Security Major for review.
2. Deliveries of all armory items must be to the Armory under the supervision of the armorer or assistant armorer. **Under no circumstances will an Armory delivery be received into the main facility.**

H. Rotation of Expendable Munitions

1. The armorer or assistant armorer will ensure the necessary rotation of stocks of ammunition and chemical agent munitions so they do not become outdated.
2. Munitions that are beyond their recommended shelf life date will only be used for training. No outdated munitions of any type will be given to staff.

I. Procurement

No firearms, munitions, or other security equipment will be purchased for MSP without the written authorization of the Warden or designee. Examples of items approved for the purchase and issue include:

1. Sidearms.
2. Rifles.
3. Shotguns.
4. Gas munitions.
5. Batons.
6. Handcuffs.
7. Leg irons.
8. Plastic restraints.
9. Riot helmets.
10. Body armor.
11. Protective shields.
12. Other equipment approved by DOC policy and MSP operational procedures.

J. Maintenance

1. The armorer and/or assistant armorer is responsible for establishing an inspection/testing and maintenance/repair program for all weapons and other equipment, and keeping pertinent records.
2. The armorer and/or assistant armorer will maintain a permanent record on each firearm to establish its history. This record must include its purchase, issue pattern, normal maintenance, major repairs or rebuilds, and final disposition.

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K. Other Security Equipment

Other security equipment that **may be** used at MSP will include but is not limited to:

1. A telephone system with the capability for setting off an alarm in the control center if left off the hook for a specified period of time.
2. An intercom system that links Main Control and other key posts.
3. Personal body alarms for staff in housing units and other key areas, with monitoring equipment in Main Control.
4. Two-way radios for supervisory and other key staff, including mobile units in any state vehicle; (separate frequencies for command activities must be maintained).
5. Closed circuit TV to monitor staff and inmate movement.

IV. CLOSING

Questions concerning this operational procedure will be directed to the Security Major.

V. ATTACHMENTS

None.

