



POLICY DIRECTIVE

Policy:	DOC 1.1.10 DEPARTMENT FACILITY AND PROGRAM TOURS
Effective Date:	10/01/1997 Page 1 of 2
Revision Date(s):	03/28/2011; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

I. POLICY

The Department may authorize tours of correctional facilities and programs for selected individuals and groups.

II. APPLICABILITY

All facilities or programs under Department jurisdiction or contract.

III. DEFINITIONS (see Glossary)

IV. REQUIREMENTS

A. Purpose of Tours

1. Administrators may approve facility or 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 or program;
 - b. offer an opportunity for selected victims of crime and victim advocates to observe the physical security of a correctional facility or program in order to alleviate fears associated with the secure locations of offenders;
 - c. provide the family members of Department employees 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 and universities who have an acceptable reason to observe the operations of a correctional facility; and
 - f. allow designated family members the opportunity to view youth facilities during family reintegration meetings.

B. Approval of Tours

1. Requests to tour a correctional facility or program must be directed to the facility or program public information officer or to the administrator in facilities or programs that do not have PIOs.
2. Generally, administrators will not approve tours for the public, students, and others without a specific need or purpose.
3. Administrators and PIOs 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 and Program Requirements

1. Each facility or program must at minimum develop the following:

- a. a standard request form that must be completed in advance of all tours and must include:
 - 1) time and date;
 - 2) rationale for the tour;
 - 3) tour participants;
 - 4) ages of participants;
 - 5) group affiliation; and
 - 6) warnings about potential risk of exposure to offensive or dangerous situations;
 - b. specific timelines for requesting and approving tours;
 - c. requirements that tours are conducted only by officials who are familiar with every area on the tour agenda; and
 - d. provisions that allow the administrator, or designee, to restrict certain areas from tours when safety, security, or other issues are of concern.
2. Each facility and program will establish tour criteria including, but not limited to, the following:
 - a. the number of persons allowed on tour;
 - b. the ages of the participants;
 - c. identification requirements;
 - d. personal property, including money, retained by tour participants;
 - e. entry processes; and
 - f. time frames during which tours normally will be conducted.
 3. Facilities and programs may establish other requirements to address issues that are unique to a particular facility or program.
 4. Designated staff will conduct facility and program tours in compliance with established security procedures and *DOC 3.1.5 Secure Facility Entry and Exit*.
 5. Administrators will ensure that copies of current requirements for facility or program tours are submitted to the Department Communications Director for review.

V. CLOSING

Questions about this policy should be directed to the facility or program public information officer, facility or program administrator, or the Department Communications Director.

VI. REFERENCES

- A. *53-1-203 MCA*
- B. *DOC 3.1.5 Secure Facility Entry and Exit*