



POLICY DIRECTIVE

Policy:	DOC 3.1.2 FACILITY SECURITY MANUALS
Effective Date:	02/01/1997 Page 1 of 3
Revision Date(s):	09/19/2011; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

I. POLICY

Department secure facilities will maintain facility security manuals for all line and supervisory staff to reference applicable general and specific requirements and critical emergency information for each facility area or post.

II. APPLICABILITY

All secure facilities Department-owned and contracted, as specified in the contract.

III. DEFINITIONS (see Glossary)

IV. REQUIREMENTS

A. Security Manual

1. The chief of security will be responsible for the development of security manuals that contain general and specific instructions for the operation of each facility area or post.
2. To facilitate revisions, security manuals will be maintained in computerized form and available to staff.
3. Hard copy manuals will be used as necessary at specific posts and will contain the following:
 - a. post orders;
 - b. operational procedures and related memos; and
 - c. applicable Department policies.
4. Correctional supervisors will ensure that all correctional staff have read and understood the security manual for the facility area or post to which they are assigned.
5. The chief of security will ensure that staff review of security manuals is adequately documented.

B. Post Orders

1. The post orders will cover the chronological duties of the post:
 - a. specifically advising assigned staff of the major events that occur throughout each shift; and
 - b. organized to be specific to each shift.
2. Assigned staff and supervisors are required to use post orders to familiarize themselves with the post duties and review changes in duties or operations as they occur.
3. The post order section will contain a signature sheet that each person assigned to the post must legibly sign or initial to verify they have read and understood the post orders.
4. A supervisor may give staff oral quizzes or written tests on post order assignments in accordance with requirements established by the facility administrator.
 - a. The testing will be recorded on the post order sign-off sheet.

5. Each post will maintain current post orders specific to the post operations.
6. Supervisory staff will notify line staff of all changes in post orders.
7. Following any significant policy, procedural, or process change, the facility administrator must ensure that all post orders are modified in a timely manner, not to exceed 30 days.
8. Post orders will be adapted to the standardized *Facility Post Order* form to ensure the various post tasks are outlined in a clear and concise format.
9. Post orders will address the following categories, as applicable:
 - a. duties and responsibilities
 - b. inventory control
 - c. key control
 - d. use of force
 - e. offender movement
 - f. control of traffic in and around each post
 - g. count processes for staff and offenders
 - h. escort processes
 - i. relief processes
 - j. incident reporting processes
 - k. recordkeeping
 - l. scheduled activities
 - m. emergency processes for each post
 - n. general emergency processes for the entire facility
 - o. hazardous material control
 - p. maintenance and repair requests

C. Department Policies

1. Security manuals will contain the Department policies related to the facility area or post.

D. Operational Procedures

1. The computerized or hard copy manuals will contain the facility's operational procedures and any directives or memos related to procedural changes.

E. Availability and Review

1. All current security manuals will be available in the office of the chief of security and the offices of each shift supervisor.
2. The chief of security will:
 - a. review security manuals annually,
 - b. make or recommend appropriate changes,
 - c. ensure administrative review and approval, and
 - d. include this documentation in the front of each manual.
3. Rescinded or revised operational procedures, processes, and post order duty information must be archived for a minimum of three years in accordance with *DOC 1.2.7 Inventories and Public Records Management*.
4. The shift supervisor must inform each staff member that they have an opportunity to submit written proposals for changes that occur on shift or suggestions for changes in the operation of any facility area or post.
 - a. The shift supervisor will review these suggestions and submit them to the chief of security for review and possible action.
5. Only the facility administrator may authorize changes in the facility security manual.

F. Security

1. Security manuals contain privileged and sensitive documents and will be maintained in a secure area at all times.
 - a. Under no circumstances will the manuals be accessible or shown to offenders or other unauthorized persons.

V. CLOSING

Questions about this policy should be directed to the chief of security.

VI. REFERENCES

- A. 2-15-112, MCA
- B. DOC 1.2.7 *Inventories and Public Records Management*
- C. 4-4174, 4-4178, 4-4179; *ACA Standards for Adult Correctional Institutions*

VII. FORMS

Facility Post Order