



POLICY DIRECTIVE

Policy:	DOC 3.2.2	RESPONSE TEAMS
Effective Date:	09/01/1998	Page 1 of 2
Revision Date(s):	03/01/2016; 04/24/2026	
Signature/Title:	/s/ Eric Strauss, Director	

I. POLICY

It is the policy of the Department to establish response teams capable of responding to situations that compromise safety and security.

II. APPLICABILITY

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

III. DEFINITIONS (see Glossary)

IV. REQUIREMENTS

A. General Requirements

1. All facilities will establish and maintain Initial Response Teams to meet the specific needs of the facility.
2. Facility processes must provide for isolation, containment, and control of situations during initial response, long term situations, and special situations such as hostage negotiation.
3. Each facility with a Specialized Response Team will develop written processes including the following:
 - a. a selection process for all team positions;
 - b. the number of required personnel for each team;
 - c. methods to ensure teams are available when needed;
 - d. methods for maintaining records of activations and operations;
 - e. a multi-year training and exercise strategy included in the facility's *Emergency Preparedness Training and Exercise Plan*; and
 - f. an organizational structure that includes, at minimum, a team commander and assistant team commander; team commanders will be responsible for maintaining the following records:
 - 1) an active member roster that includes 24-hour contact telephone numbers;
 - 2) member applications;
 - 3) qualification testing records and applicable certificates; and
 - 4) issued equipment.

B. Equipment and Training

1. Response teams will be equipped to perform their assigned tasks and provided personal protection while considering facility or program type, history and culture, and offender population profile in accordance with *DOC 3.1.7 Emergency Equipment and Armory Operations*.
2. All response teams will be trained appropriately for their assigned tasks in accordance with *DOC 1.4.1 Staff Development and Training*.

C. Response Team Assistance

1. A facility may request assistance to respond to situations from the Department as outlined in *DOC 1.1.6 Priority Incident Reporting*.

D. Mutual Aid Deployment

1. If an agency outside the Department requires response team assistance, the administrator must approve the mutual aid request.
2. The administrator will provide the Department Director a briefing regarding the details of the incident and deployment as soon as practical following deployment.
3. A written *After-Action Report* will be provided to the Department Director within 30 days of the activation.
4. The Director must review and approve all Department *Special Response Team Mutual Aid* agreements.

V. CLOSING

Questions about this policy should be directed to the Department Emergency Preparedness Manager.

VI. REFERENCES

- A. §§ 2-15-112; 53-1-203, MCA
- B. *DOC 1.1.6 Priority Incident Reporting; DOC 1.4.1 Staff Development and Training; DOC 3.1.7 Emergency Equipment and Armory Operations; DOC 3.1.31 Firearms*