



POLICY DIRECTIVE

Policy:	DOC 3.2.8 FACILITY LOCKDOWN
Effective Date:	06/01/2002 Page 1 of 2
Revision Date(s):	01/03/2012; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

I. POLICY

It is the policy of the Department to establish processes for securing offenders in a facility lockdown to limit offender movement and activity in order to contain an emergency.

II. APPLICABILITY

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

III. DEFINITIONS (see Glossary)

IV. REQUIREMENTS

A. General Requirements

1. Each facility will develop operational requirements for total and partial facility lockdowns consistent with this policy and related Department policies including *DOC 3.2.1 (A) RD Emergency Operations Plan (Restricted Distribution)*.
2. Total facility lockdowns consist of securing all entry and exit doors and offenders in cells or designated staging areas and completing a count of staff, visitors, and offenders.
 - a. A total facility lockdown may be authorized by the facility administrator or incident commander (IC).
3. Partial facility lockdowns consist of securing entry and exit doors and a portion of offenders in cells or designated staging areas, and completing a count of staff, visitors, and offenders.
 - a. A partial facility lockdown may be authorized by the facility administrator or IC.
4. A total or partial facility lockdown may be authorized in order to accomplish any of the following:
 - a. isolate an incident;
 - b. prevent injury to offenders, staff, or visitors;
 - c. prevent or limit property damage;
 - d. ensure the continued orderly operation of a facility; or
 - e. preserve a crime scene.
5. When a total facility lockdown extends over 24 hours, the following information needs to be relayed to the Department duty officer:
 - a. estimated duration of the lockdown; and
 - b. plan of action to resolve the incident that caused the lockdown.
6. For extended lockdowns, each facility will develop requirements to track basic human needs for each offender involved in the lockdown including, but not limited to, meals, showers, linen exchange, and medical attention.
7. Each facility will determine if increased supervisory ratios during a lockdown status are necessary.
8. All staff involved with a total or partial facility lockdown will file incident reports.

B. Responsibilities of the Incident Commander

1. Responsibilities of the IC during a facility lockdown include:
 - a. in the event of a total facility lockdown over 24 hours in duration, ensure a daily walk-through of each housing unit is conducted by a shift supervisor or higher authority, when possible;
 - b. develop an action plan to include lockdown conditions;
 - c. brief staff daily;
 - d. ensure offenders receive information about modifications to their normal living conditions;
 - e. establish a list of available staff and/or authorized offenders to perform necessary tasks; and
 - f. determine the frequency and type of searches to be conducted for the duration of the lockdown.

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 3.2.1 (A) *RD Emergency Operations Plan (Restricted Distribution)*