



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

Procedure No.: MSP 3.1.12	Subject: <b>INMATE ESCORT &amp; TRANSPORT</b>
Reference: DOC Policy No. 3.1.12	Page 1 of 11 and 5 attachments
Effective Date: May 13, 1999	Revision: December 5, 2016
Signature / Title: /s/ Leroy Kirkegard / Warden	

## **I. PURPOSE**

To outline the procedures for the transport of inmates in a safe and humane manner using trained employees and the necessary level of security, supervision, and control to ensure public safety.

## **II. DEFINITIONS**

Associate Warden of Security – The person designated by the warden as responsible for the operation and management of MSP's security program.

Disability – see DOC 3.3.15, Americans with Disabilities Act (ADA) Offender Accommodations, for the definition and an explanation of disability.

High Profile Inmate – An inmate whose case presents the potential for attracting publicity or other attention should the inmate be in the community.

Public Setting – Any place off facility grounds.

## **III. GENERAL PROCEDURES**

### **A. Review and Approval**

1. The transportation coordinator will proceed as follows:
  - a. review all requests for inmate transports into the community. Any inmate transport will include the following:
    - 1) Inmate Gate Pass (attachment A);
    - 2) Contract Placement Bureau Authorization for Transportation (attachment B);
    - 3) Medical Referral Form (attachment C) required for inmate medical transports; and/or
    - 4) The only exceptions are inmate work crews under the escort of supervisors as outlined in *MSP 3.1.11, Inmate Movement Control*.
  - b. Confer with the referring employee, except for regularly scheduled transfer activities to ascertain the exact nature and expected duration of the requested transport;
  - c. review all relevant information that has a bearing on the type of transport, and ensure that referring staff develop and document the necessary information for a complete review of special cases;
  - d. maintain a logbook or electronic database that indicates the purpose, date, time, and destination of each transport;
  - e. assign transportation staff to provide the transport;
  - f. discuss the transport of any high profile inmate with the transportation sergeant and shift commander, or Associate Warden of Security; and
  - g. request assistance from the transportation sergeant as needed.

### **B. Restraint Use**

1. Transport officers will:
  - a. use restraints as outlined in *MSP 3.1.8, Use of Force and Restraints*;
  - b. restrain offenders of all custody levels with belly chains and leg irons; and
  - c. acquire authorization from the shift commander for use of additional restraints, or limited restraints for special needs, when necessary.

### **C. Supervision Requirements**

1. The transport of Locked Housing inmates is as follows:
  - a. the ratio must always be two transport officers per inmate;
  - b. one officer must be armed when transporting an inmate outside MSP; and
  - c. only unarmed transport officers will have contact with the inmate.
2. The transport of High Security Compound inmates is as follows:
  - a. two transport officers will transport one inmate. This also includes the following:
    - 1) upon discretion of Shift Commander, Security Service Manager, and/or Transportation Staff Sergeant inmates with medical conditions or an age that causes debilitated or enervated conditions can be safely escorted by 1 officer. A 2 on 1 escort will be changed to a 1 on 1 escort
  - b. Three or more transport officers will transport two or more inmates. This includes the following:
    - 1) upon discretion of shift Commander, Security Service Manager and/or Transportation Staff Sergeant inmates with medical conditions or an age that causes debilitated or enervated conditions can be safely escorted by 1 officer. A 2 on 1 escort will be changed to a 1 on 1 escort, but never less than 1 officer per 1 inmate and never more than 2 inmates at a time.
3. The transport of Low Security Compound/Work Dorm inmate is as follows:
  - a. one transport officer may transport one inmate; and
  - b. three or more transport officers will transport groups of inmates.
4. Multi-custody transports is as follows:
  - a. groups of inmates of varied custody levels will be subject to the supervision requirements of the highest custody inmate in the group;
  - b. long distance transports of one or more inmates must be supervised by a minimum of three transport officers, with one armed officer in a separate chase vehicle; and
  - c. only unarmed transport officers will have contact with inmates.

### **D. Pre-Transport Requirements**

1. The transportation coordinator will:
  - a. notify local law enforcement of any inmate transports to their jurisdiction; and
  - b. arrange for all departing inmates to report to the transportation office prior to transport. Before any change of lessening the security requirement of a high security inmate; the Shift Commander, Security Service Manager and/or the Transportation Staff Sergeant will check with medical and housing unit team to assure that the inmate is in a debilitated or enervated condition and can safely and securely be managed on a 1 to 1 ratio.
2. Housing unit staff will:

- a. thoroughly search the inmate ensuring he is carrying no personal property;
  - b. send or escort the inmate to the transport office on schedule;
  - c. require compliance with Contract Placement Bureau orders; and
  - d. take the following steps if an inmate refuses a transport order:
    - 1) contact the Shift Commander for approval on planned use of force to effect compliance;
    - 2) cite the inmate for a rule infraction; or
    - 3) require the inmate to sign a medical refusal form if a medical trip is refused.
3. Transport officers will:
- a. provide escort from the housing unit to transportation area of Security Services Building, as needed.
  - b. strip search the inmate prior to transport;
  - c. exchange inmate clothing for thoroughly searched, clean, high visibility clothing;
  - d. place the inmate in appropriate restraints;
  - e. isolate the inmate from other inmates not yet searched;
  - f. ensure the inmate takes only permitted items on transport; and
  - g. notify county law enforcement agencies when traveling through their jurisdiction that have requested notification of transports.

#### **E. Counts**

1. Transport officers must call in their inmate counts to the transportation coordinator or sergeant at established count times. On weekends and holidays they will call the counts in to the shift commander.
2. The coordinator, sergeant, or shift commander will fill out and process the appropriate count forms as outlined in policy.
3. For the 1330 aggregated census count the coordinator, sergeant, or shift commander will call inmate names in to appropriate housing units.

#### **F. Armed Transport Officers**

1. Armed transport officers must:
  - a. be trained on the use of force continuum and procedures for the use of firearms, lethal force, and less lethal force (including OC and Tasers) as outlined in *DOC Policies/MSP Operational Procedures 3.1.31, Firearms* and *3.1.8, Use of Force & Restraints*.
  - b. successfully complete required training in the use of all firearms and successfully re-qualify in accordance with *DOC 3.1.31, Firearms*.
  - c. carry service firearm visibly in duty belts or waist band holsters;
  - d. be securely separated from the inmate(s) in transport vehicles through the use of:
    - 1) law enforcement-grade barriers between the front and rear seats; or
    - 2) use of chase vehicle(s) accompanying the inmate transport vehicle; or
    - 3) use of separate secure cubicles within the transport vehicle (e.g., buses);
  - e. get out of the vehicle(s) before the inmate(s) and station themselves at a safe distance in positions that ensure clear observation of disembarking inmates; and
  - f. attempt to prevent inmate escapes from custody with appropriate use of force in accordance with the following requirements:

- 1) in the event of an escape or attempted escape from custody in a public setting, officers are prohibited from firing warning shots. If time and opportunity allows the officer may give a verbal warning before discharging the firearm; and
- 2) transport officers are justified in using deadly force to protect themselves and/or the inmate(s) being transported or to prevent escape from custody.

### **G. Transportation Vehicles**

1. The transportation sergeant will ensure:
  - a. transport vehicles are equipped with appropriate security features such as: law enforcement grade barriers, deactivated rear window and door lock mechanisms, two-way radios, and a cell phone;
  - b. all transport vehicles and equipment are thoroughly searched before and after each transport;
  - c. transport vehicles and equipment are regularly inspected and in proper working order; and
  - d. inmates who use wheelchairs and are unable to transfer in and out of the wheelchair and/or van are transported in wheelchair-accessible vans that do not require such inmates to transfer out of their wheelchair.
2. Vehicle accidents or trouble is as follows:
  - a. notify the shift commander and radio or call the nearest law enforcement agency for assistance. In the event radio or cell phone communication is not possible, the officers will flag down a motorist, identify themselves, and ask the motorist to notify the nearest law enforcement agency for assistance;
  - b. maintain constant supervision of the vehicle(s) and inmate(s);
  - c. in case of an accident transport officers will secure and observe inmates in the vehicle to the extent possible and render first aid as necessary while waiting for law enforcement assistance;
  - d. in the case of serious vehicle problems, transport officers will secure and observe the inmates in the vehicle to the extent possible while waiting for law enforcement assistance; and
  - e. in case of minor vehicle problems that can be repaired on the spot, transport officers will secure and observe inmates in the vehicle to the extent possible.

### **H. Inmate Identification**

1. Transport officers will maintain inmate information in their possession to include:
  - a. an inmate identification card;
  - b. current inmate photo; and
  - c. offender information sheet (see Attachment D).
2. Transport Officers will provide relevant data to local law enforcement in the event of an inmate escape or other emergency situations.

### **I. Inmate Clothing Requirements**

1. The transportation sergeant will ensure that:
  - a. all inmates are dressed in state issue clothing for transports; and
  - b. inmates departing for prerelease, probation, or discharge receive one set of civilian clothes to include:
    - 1) one shirt;

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- 2) one pair of pants; and
- 3) one jacket.

## **J. Special Concerns**

1. Illness in Route is as follows:
  - a. in the event an inmate becomes gravely ill in route, and there is no medical assistance available, the transport officer will make arrangements for a medical examination at the nearest qualified medical facility;
  - b. the transport officer must contact the transportation sergeant or shift commander for further instructions; and
  - c. should a transport officer become ill during transport, the officer will secure the inmate(s) in a county jail and immediately notify the transportation sergeant, coordinator, and/or shift commander.
2. Escapes are as follows:
  - a. if an inmate escapes during transport, the officer in charge must use all available resources for immediate apprehension;
  - b. if more than one inmate is being transported, the officer must remain with the inmates still in custody;
  - c. the transport officer must notify the nearest law enforcement agency and the shift commander as soon as possible (the shift commander will notify the transportation sergeant); and
  - d. the officer will remain in the vicinity of the escape to assist local law enforcement agencies.
3. Meals during transport is as follows:
  - a. transport officer will:
    - 1) provide all meals in route using drive through services;
    - 2) serve inmate meals in the transport vehicle; and
    - 3) keep inmates in their restraints at all times.
  - b. for in-state transports between contracted facilities, the sending facility will provide "sacked" meals.
4. transport officers will coordinate restroom breaks with local law enforcement agencies or detention centers.

## **K. General Precautions**

1. Facility or transport officers must never discuss transportation plans, schedules, or equipment with, or in close proximity to, an inmate.
2. Staff will notify inmates of a trip just prior to departure and will not allow inmates to make phone calls after notification.
3. Transport officers must:
  - a. keep inmates in the transport vehicle except for necessary rest stops that are planned in advance, well organized, and avoid congested areas. Officers must inspect rest stop areas before entry and keep inmate(s) under visual supervision at all times. Restraints must not be removed;

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- b. thoroughly inspect restraint equipment for proper function and damage and make a thorough body search before placing the equipment on an inmate and before removing an inmate from a holding area;
- c. keep inmates in sight at all times;
- d. only take custody of an inmate with the proper papers. When picking up a parole violator or escapee from another state, the officer must bring back a copy of the extradition papers with the inmate;
- e. position themselves, when armed, in such a way as to avoid direct contact with inmates,
- f. exercise good judgment, as unexpected events not covered by policy or procedure may occur on any transport. If in doubt, secure the inmate in a local law enforcement facility and call the shift commander or transportation sergeant for direction;
- g. cite inmates who damage restraints, other equipment or vehicles for a rule infraction;
- h. possess a current MSP weapons permit for firearm issue;
- i. seat inmates behind the security cage and fasten their seat belts before the vehicle leaves the fenced compound;
- j. turn in vehicle inspection slips to the transportation sergeant noting any vehicle deficiencies or problems at the conclusion of each transport;
- k. turn in or check in all equipment and papers to the proper department;
- l. not stop for a disabled motorist while transporting inmates but will notify local law enforcement or the highway patrol; and
- m. remain aware of their location along the roadways (i.e. mile maker posts, city streets, and addressed blocks) to expedite response from law enforcement.

#### **L. Contact with the Public**

1. Transport officers must make every attempt to maintain a low profile and avoid public contact while in the community with an inmate.
2. Transport officers will not permit inmates to make phone calls or make contact with anyone while under transport.

#### **M. Montana Prisoner Transport System (MPTS)**

1. The MPTS main shuttle route will run between Wallace, Idaho and Rapid City, South Dakota (see MPTS Route Map, Attachment E). MPTS will operate along the I-90 highway corridor with pickup/drop off points designated at:
  - a. Mineral County – Superior, Montana
  - b. Missoula County – Missoula, Montana
  - c. Powell County – Deer Lodge, Montana
  - d. Butte/Silver Bow County – Butte, Montana
  - e. Gallatin County – Bozeman, Montana
  - f. Park County – Livingston, Montana
  - g. Yellowstone County – Billings, Montana
  - h. Sheridan County Detention Center – Sheridan, Wyoming
  - i. Campbell county Detention Center – Gillette, Wyoming
  - j. Pennington County – Rapid City, South Dakota
  - k. Shoshone County - Wallace Idaho
2. Transport Requests are as follows:

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- a. must include an adult offender information sheet (see Attachment D);
  - b. must be faxed to the MPTS Transportation Coordinator at Montana State Prison (406) 846-6054 (*please report all other transports to MPTS for data-tracking purposes and make arrangements directly with the appropriate agency. MPTS will help with these as the program develops*);
  - c. will be faxed no later than 4 pm on or before Monday;
  - d. will comply with the final deadline for “additions/deletions” of 10 a.m. Tuesday (any additions/deletions after Tuesday 10 a.m. will be made directly with the appropriate agency, including notifying MPTS of the details);
  - e. inmate and travel logs will be faxed to the transporting hubs Tuesday afternoon; and
  - f. each agency should identify or designate a transport coordinator or contact person who is knowledgeable of all movement of inmates in their area.
3. Travel Packets are as follows:
    - a. each inmate transported must have a travel packet that includes:
      - 1) a completed offender information sheet (Attachment D), including medical information and an inmate photograph attached to the sheet (copies are acceptable);
      - 2) a warrant, i.e., valid court order signed by a judge or hearing officer, from the demanding agency; inmates may only be transported on a probation field warrant if authorized by the receiving agency;
      - 3) allowable, inventoried property items sealed in a property bag;
      - 4) a copy of the inmate’s medical records; and
      - 5) for out-of-state transports an original or certified copy of the waiver of extradition or the original governor’s warrant is required.
  4. Security/Escape Risks are as follows:
    - a. each transporting agency will require staff to search the inmate; and
    - b. notify the MPTS if an inmate is an escape risk.
  5. Transport officers must secure all transported inmates in belly chains, hand cuffs, and leg irons.
  6. Property is as follows:
    - a. staff will limit inmate property to what will fit in one grocery-size bag;
    - b. staff will search, inventory and place allowable property in a sealed property bag; and
    - c. transport officers will refuse any excess property.
  7. Health issues are as follows:
    - a. The MPTS will not transport:
      - 1) inmates with severe medical or mental health problems;
      - 2) inmates on a civil mental commitment order if overnight housing is required en route;
      - 3) wheelchair bound inmates. Inmates who use wheelchairs and are unable to transfer in and out of the wheelchair and/or van are transported in wheelchair-accessible vans that do not require such inmates to transfer out of their wheelchair; and
      - 4) female inmates who are more than 24 weeks pregnant. For female inmates who do not meet these requirements MSP and MWP will work out transportation issues on a case-by-case basis.
    - b. Transport officers will ensure that:
      - 1) medical information is included on the MPTS offender information sheet;

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- 2) when an inmate is taking prescribed medication that a copy of the medical record and sufficient medication is available for the trip duration;
  - 3) medications are accessible, i.e., carried outside the sealed property bag;
  - 4) crutches are stored in an area separate from the inmates; and
  - 5) inmate prosthetic devices are examined and searched to ensure officer safety.
8. Housing is as follows:
- a. sending agency staff are responsible for arranging housing for scheduled layovers; and
  - b. upon receiving the inmate log, the transporting hub staff will check with the appropriate detention facility to confirm space to accommodate the scheduled layovers and immediately contact the MPTS coordinator if there are space or other problems.
9. Mixed Gender Transports is as follows:
- a. on transports with one or more male or female inmates, there must be at least one officer of the same gender;
  - b. transport officers will separate inmates on transport by gender as follows:
    - 1) male and female inmates must be separated by a physical barrier when transported in the same vehicle; and
    - 2) when both male and female inmates are housed in the same facility, at least one male and one female staff member must be on duty at all times.
  - c. In the event of an emergency situation when a same gender transport officer may be unavailable, transport officers will notify the transportation sergeant and record the appropriate information in the transport log or other designated location.

## **N. Court Appearances**

1. Transport officers will:
  - a. transport inmates to court in an inconspicuous manner;
  - b. take direct routes and make efforts to avoid traffic congestion, signal lights, and other delaying features such as construction and/or detours;
  - c. be thoroughly familiar with the general floor plan of the courtroom building, i.e., stairways, elevators, hallways;
  - d. check with the transport officer in charge so officers are posted at strategic points to monitor possible escape routes;
  - e. keep inmates in restraints unless the judge orders restraint removal;
  - f. contact the judge to request use of restraints during court proceedings if an inmate shows signs of hostility before leaving for court or during the trip;
  - g. ask the judge to determine what action transport officers or the court bailiff(s) must take if an inmate becomes disruptive in the courtroom;
  - h. take immediate action to restrain or subdue the inmate if it appears the inmate's behavior presents an immediate danger to persons or property; and
  - i. ensure that inmates who have jury trials are not escorted from the courtroom or holding cell until all jurors have vacated the area.

## **O. Parole/Discharge/Pre-release**

1. A designated transportation officer will:
  - a. pick up the required gate pass and forward it to the records department after the inmate departs;

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- b. issue the inmate his ID card or a state identification card;
  - c. seize the inmate's MSP driving permit, if applicable, and forward it to the transportation coordinator;
  - d. seize state issue items and clothing and forward them to housing unit staff; and
  - e. take the inmate to a bus depot for transportation to his approved region of residence after stopping at a drive-in bank window to cash whatever checks he was issued.
2. Housing unit staff must:
    - a. thoroughly inspect the inmate's personal property, checking with the property officer to ensure that any TV and/or stereo going out belongs to the inmate leaving; and
    - b. search the containers the inmate intends to leave with to ensure no unauthorized items are taken out of the institution.
  3. The Institutional Probation and Parole Officer (IPPO):
    - a. must "read out" and sign a gate pass for inmates going out on parole or discharging with the balance of their sentence suspended; and
    - b. may arrange for family members to pick up an inmate who is discharging or leaving on parole.

#### **P. Medical Appointments**

1. The transporting officer(s) will:
  - a. remain with the inmate at all times;
  - b. inspect the inmate examination area for escape routes;
  - c. identify routes that must be physically or visually covered; and
  - d. maintain restraints on inmates during all medical appointments unless otherwise requested by the health care provider. If the health care provider requests removal:
    - 1) inspect the inmate examination area for potential weapons for removal should it become necessary to remove the restraints;
    - 2) explain the risks associated with removing restraints; and
    - 3) notify the shift commander.
2. If there is any threatening or inappropriate inmate behavior, maintain or reapply the restraints and immediately return the inmate to MSP.

#### **Q. Hospital Admissions**

1. The transportation coordinator or shift commander will:
  - a. arrange transport to and from the hospital when hospital admissions are necessary;
  - b. determine necessary staff coverage; and
  - c. require local law enforcement to provide restraints if they provide security unless otherwise authorized by the shift commander or higher authority.
2. Transport officers will:
  - a. inspect the inmate examination/treatment area for potential weapons for removal should it become necessary to remove the restraints;
  - b. restrain all inmates unless conditions or injuries exist that preclude their use;
  - c. ride in the ambulance if ambulance transportation is necessary, unless there is time to arrange for the use of a chase vehicle by the second officer;

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- d. not remove restraints at the hospital unless requested to by the attending health care provider and approved by a shift commander or higher authority;
- e. remain with the inmate unless otherwise instructed by the supervisor or shift commander;
- f. when issued wear a service firearm with a duty belt and holster at all times;
- g. if armed, position self to prohibit direct contact between officer and inmate (refer to post orders for more detail); and
- h. consult the shift commander or transportation sergeant if questions arise concerning security.

**R. Out-of-State Transportation** (excluding MPTS shuttle transports)

1. Staff will comply with the following procedures when transporting inmates out-of-state:
  - a. the transportation sergeant will assign transportation officers to out-of-state trips;
  - b. the transportation coordinator will schedule departure and return dates, and make the necessary financial, ticket, and accommodation arrangements;
  - c. the records department will furnish necessary legal documents, e.g., extradition waivers and warrants;
  - d. health care services staff will furnish a report regarding any medical concerns, including prescribed medication or special handling instructions;
  - e. the transportation coordinator will ensure that proper inmate "dress-out" clothing is available to the transport officer(s);
  - f. when ground transportation is used, inmates must be strip-searched, dressed in orange coveralls, and issued footwear;
  - g. all necessary restraint equipment will be checked out from the transportation office;
  - h. the transport vehicle must be serviced and completely searched;
  - i. transport officers must wear official identification, side arms, and uniforms when transporting inmates out-of-state. Uniforms are not required when transport officers do not have an inmate in custody;
  - j. prior to leaving, the transporting officers must report to the transportation office to obtain all necessary documents, e.g., waivers and warrants;
  - k. transport officers must have in their possession:
    - 1) an inmate identification card;
    - 2) current inmate photo; and
    - 3) an information sheet on each inmate to provide local law enforcement a picture and relevant data in the event of an escape or other emergency.
  - l. Transportation staff must notify the receiving facility of the departure time, estimated arrival time, number of inmates, and other pertinent information;
  - m. should overnight accommodations be necessary during a transport, a county jail will be used to house the inmate(s) and transport officers must:
    - 1) inspect the cell(s) that will hold the inmate(s) to determine if they are adequate;
    - 2) ask the jailer(s) to isolate the inmate(s), if possible;
    - 3) strip search the inmate(s) prior to cell placement; and
    - 4) ensure the inmate(s) are provided meals
    - 5) inform the jailer(s) of the scheduled departure time and leave the jailer(s) a phone number and location where officers can be reached.
  - n. Transport officers must check in with the transportation coordinator or sergeant each day before 1500 hours to pass on necessary information and contact the shift commander on weekends and holidays; and

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- o. if the arrival time is delayed en route, transport officers must notify the shift commander and the receiving facility. If the cause of the delay is serious, transport officers must also notify local law enforcement.

**S. Commercial Airline Transportation**

1. the transportation sergeant or shift commander will determine whether to transport inmates by air or ground.
2. airline policy will govern the use of restraints, firearms and less lethal options.
3. the transportation coordinator must check with the airlines for allowable equipment and must complete any necessary forms.
4. if the airline prohibits use of restraints, consideration must be given to transporting known inmate escape risks or disruptive inmates by ground.
5. transport officers must ensure they possess the necessary credentials to present to airline officials.
6. while on the airplane, inmates will be dressed in clothing provided by the transportation coordinator.

**IV. CLOSING**

Questions concerning this policy should be directed to the Transportation Sergeant.

**V. ATTACHMENTS**

Inmate Gate Pass	attachment A
Contract Placement Bureau Authorization for Transportation	attachment B
Medical Referral form	attachment C
Offender Information Sheet - Sample	attachment D
Montana Prisoner Transport System (MPTS) Route Map	attachment E

MONTANA STATE PRISON

INMATE GATE PASS

Inmate \_\_\_\_\_ ID# \_\_\_\_\_

Housing Unit \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

The above inmate is authorized for transport/release for the following reason:

PAROLE TO \_\_\_\_\_ DISCHARGE \_\_\_\_\_

COURT \_\_\_\_\_ PRE-RELEASE \_\_\_\_\_

TRANSFER TO \_\_\_\_\_ OTHER \_\_\_\_\_

TWO (2) OF THE BELOW LISTED SIGNATURES ARE REQUIRED PRIOR TO RELEASE. EMERGENCY MOVEMENT MAY BE CLEARED BY SHIFT COMMANDER

\_\_\_\_\_  
RECORDS SUPERVISOR

\_\_\_\_\_  
SHIFT COMMANDER

\_\_\_\_\_  
INSTITUTIONAL PROBATION / PAROLE OFFICER

\_\_\_\_\_  
TRANSPORTATION SERGEANT/COORDINATOR



# **AUTHORIZATION FOR TRANSPORTATION**

Contract Placement Bureau – MSP - 400 Conley Lake Road □ - Deer Lodge, MT 59722

## **Authorization for release of offender(s):**

**Date:** <month><day>, 20xx  
**Contact:** <name>, Administrative Officer  
**Phone:** 406-846-1320, extension 2517  
**Fax:** 406-846-2966

This is an Authorization releasing the following offender(s) to the custody of the <agency name> on <month><day>, 20xx. The <agency name> will transport the offender(s) to the <agency name>.

<u>NAME</u>	<u>ID#</u>	<u>COUNTY</u>	<u>STATUS</u>
<last>, <first>	xxxxxxx	<county name>	xxxxxxx
<last>, <first>	xxxxxxx	<county name>	xxxxxxx
<last>, <first>	xxxxxxx	<county name>	xxxxxxx
<last>, <first>	xxxxxxx	<county name>	xxxxxxx
<last>, <first>	xxxxxxx	<county name>	xxxxxxx

Please make sure the Verification of Commitment and PSI are sent to <name> at Montana State Prison.

**MONTANA STATE PRISON  
MEDICAL REFERRAL FORM**

**TRANSPORT** – Clearance is authorized through main control for a medical appointment.  
 Date \_\_\_\_\_ Time \_\_\_\_\_  
 To: \_\_\_\_\_  
 \_\_\_\_\_

No Restrictions  
 Restrictions/Special Requirements (See Remarks)  
 Hospital Admission  
 Admit: \_\_\_\_\_ Time \_\_\_\_\_  
 Hospital: \_\_\_\_\_  
 Anticipated Duration (If Known) Days: \_\_\_\_\_  
 Transported By: \_\_\_\_\_ Car: \_\_\_\_\_

Patient's Name: \_\_\_\_\_ Birth: \_\_\_\_\_ Unit: \_\_\_\_\_

Patient's AO: \_\_\_\_\_ Group: 99901 Allergies: \_\_\_\_\_

Present Medication/Treatment: \_\_\_\_\_

**Is Referred To:**

Name of Consultant: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**For the Following Diagnosis/Problem:**

Remarks: \_\_\_\_\_

**Services Requested;**

1. ( ) Evaluate and recommend treatment (1 visit)
2. ( ) Continued Supervision (Specify # of visits): \_\_\_\_\_ Duration: \_\_\_\_\_
3. ( ) Special procedures: \_\_\_\_\_
4. ( ) Documents attached or Primary Care Physician Records (list): \_\_\_\_\_
5. ( ) Surgery: \_\_\_\_\_

**NOTES TO CONSULTANT:**

In all cases, communicate your assessment and recommendation back to the Primary Care Physician. If services beyond those authorized herein are required, call the Primary Care Physician. Payment will be limited to those eligible services only as authorized by the Primary Care Physician.

**Consultant Diagnosis and Recommendations (Medication, Treatment, etc.)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Consultant: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 Primary Care Physician's  
 Signature

\_\_\_\_\_  
 Date Referral Authorized  
 (Valid for 90 days unless otherwise specified)



## Montana Department of Corrections Correctional Offender Information Sheet

Front View Photo	Side View Photo	<p><b>DOC ID# A0999999999</b></p> <p><b>NAME: JOHN H. DOE</b></p> <p><b>CURRENT STATUS: INMATE</b></p> <p><b>STATUS LAST UPDATED: 31-FEB-09</b></p> <p><b>GENDER: MALE</b></p> <p><b>PRISON:</b>  <b>Montana State Prison</b>  <b>500 Conley Lake Road</b>  <b>Deer Lodge, Montana 59722</b>  <b>For More Information: (406)846-1320</b></p>
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### PHYSICAL AND DEMOGRAPHIC CHARACTERISTICS

**DOB:** 19-JUN-99  
**BIRTHPLACE:** MISSOULA, MT  
**ETHNICITY:** CAUCASION  
**MARITAL STATUS:** SINGLE  
**DEPENDENTS:** 0  
**CITIZENSHIP:** UNITED STATES  
**MT RESIDENT:** Y

**HEIGHT:** 5 FT 10 IN  
**WEIGHT:** 165 LBS  
**L/R HANDED:** R  
**HAIR COLOR:** BLACK  
**BUILD:** OBESE  
**SKIN TONE:** MEDIUM  
**EYE COLOR:** BROWN

\*\*\* NONE \*\*\*

### AKAs

### SCARS, MARKS, TATTOOS AND OTHER PHYSICAL CONDITIONS

NCIC Code	TYPE	DESCRIPTION
SC L KNEE	SCARS - KNEE, LEFT	
SC R ARM	SCARS - ARM, RIGHT	

### LEGAL RECORD

**DOCKET:** 9999999  
**COUNTY:** MISSOULA  
**JUDGE:** JUPITER  
**COUNTS:** 1  
**LEGAL TYPE:** ORIGINAL SENTENCE  
**SENTENCE TYPE:** LIFE

**OFFENSE:** DELIBERATE HOMICIDE  
**CODE:** 455102  
**OFFENSE DATE:** 01-MAR-09  
**SENTENCE PRONOUNCED:** 24-JUN-09  
**SENTENCE EFFECTIVE:** 24-JUN-09  
**NET SENTENCE (MONTHS):** 0

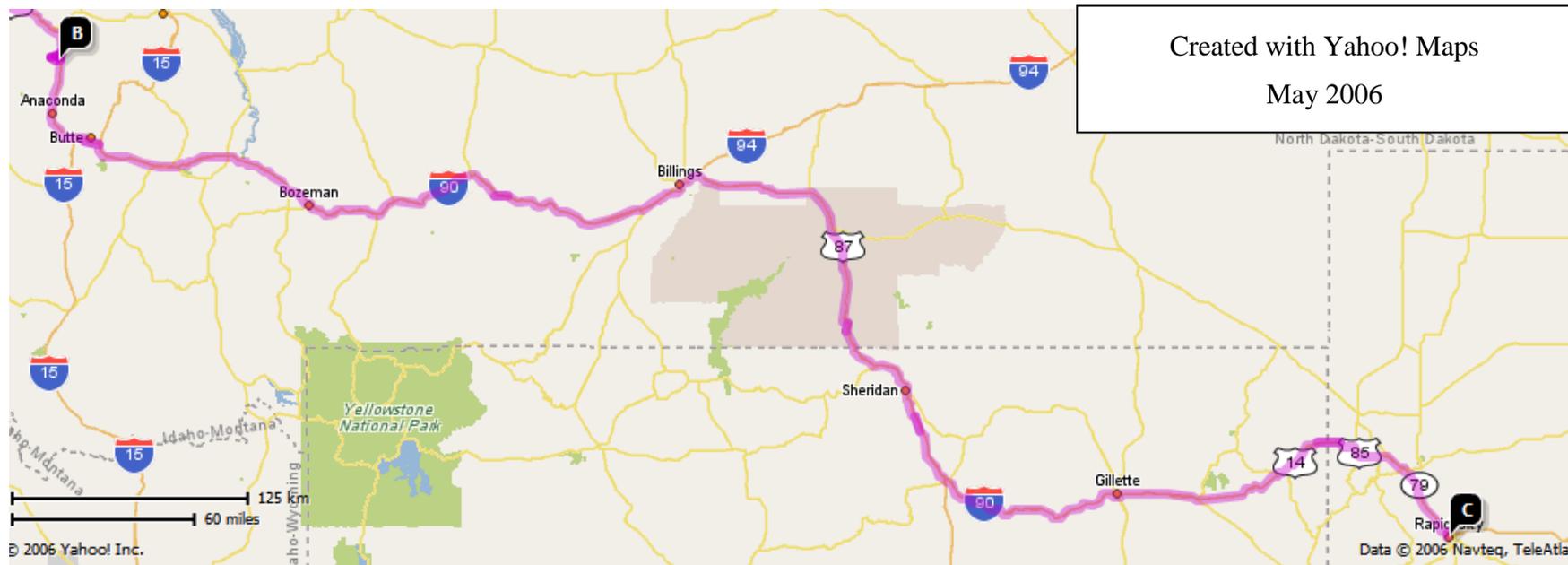
**DOCKET:** CDC99-99999  
**COUNTY:** CASCADE  
**JUDGE:** SATURN  
**COUNTS:** 1  
**LEGAL TYPE:** ORIGINAL SENTENCE  
**SENTENCE TYPE:** SUSPENDED

**OFFENSE:** THEFT  
**CODE:** 456301  
**OFFENSE DATE:** 06-FEB-09  
**SENTENCE PRONOUNCED:** 09-JUL-09  
**SENTENCE EFFECTIVE:** 09-JUL-09  
**NET SENTENCE (MONTHS):** 60

## MONTANA PRISONER TRANSPORT SYSTEM (MPTS) ROUTE MAP



**Point A = Wallace, Idaho Point B = Deer Lodge, MT Travel Distance: 203.2 miles Approximate Travel Time: 3 hours 3 minutes**



**Point B = Deer Lodge, MT Point C = Rapid City, SD Travel Distance: 634.1 miles Approximate Travel Time: 8 hours 36 minutes**

