



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

Procedure No.: MSP 3.1.15	Subject: SECURITY INSPECTIONS
Reference: DOC Policy No. 3.1.15	Page 1 of 2
Effective Date: October 24, 2000	Revision: July 13, 2009
Signature / Title: /s/ Mike Mahoney / Warden	

I. PURPOSE

To maintain a system of physical plant inspections to ensure that inmates do not escape or otherwise compromise security.

II. DEFINITIONS (none)

III. PROCEDURES

The key to an effective security inspection program is identifying specific areas of responsibility for specific staff members to inspect on a strict timetable. The Security Major is responsible for the overall management of this program. Inspections will be conducted each day, and in some cases, each shift. Every area of Montana State Prison will be covered by the system, including the perimeter. In developing the inspection program, the Security Major will provide a clear description of the physical security features to be inspected. These must include, but are not limited to, a daily inspection of the following:

- Locks and related hardware (hinges, etc.)
- Doors and windows
- Bars and grille work
- Gratings, manhole covers and hatch plates
- Fences, fence fabric, fence hardware, fence wire, and electronic detection systems
- Ventilators and tunnel accesses
- Entrances
- Other equipment and security features

During these inspections, staff will be alert for changes in equipment or other features of the facility, accumulations of contraband, and conditions that would constitute a life safety or security hazard, such as blocked entrances, locks painted over, etc.

A. Main Control Center

Montana State Prison's main control center requires special security considerations. This post will be manned 24 hours a day. The following areas will be inspected on a daily basis:

- Security glazing and grille work
- Ventilation grilles
- Emergency lighting and power backup units
- Walls, floors, and ceilings
- Security vestibule entrance
- Doors
- Locks
- Roof access

Procedure No.: MSP 3.1.15	Subject: SECURITY INSPECTIONS
Effective Date: July 13, 2009	p. 2 of 2

B. Locked Housing Units

1. Security inspections in locked housing units, and related areas such as recreation yards and rooms used by inmates housed in locked housing units, require closer attention and must be inspected at least once a shift.
2. All security hardware and recreation areas must be inspected before and after each recreation period.

C. Reporting

1. Reporting will include the use of specifically designed inspection forms for each area.
2. These forms will be completed by a pre-identified staff member given responsibility for the area (or a designated replacement in the event of leave or other absence) who will submit the completed form to the Shift Commander for review before the end of their shift.

D. Intervals for Inspection

1. All security features will be inspected weekly except as otherwise specified above.
2. In addition to filing the required inspection reports with the Shift Commander, all inspections and any findings will be noted in the unit or post logbook, or on the Daily Security Inspection Sheet.

E. Corrective Action

1. The staff member discovering a discrepancy during a security inspection will immediately initiate the required corrective action.
2. Repeat discrepancies that indicate a lack of proper remedial action must be noted on the inspection form and will be subject to follow-up by the Shift Commander, and, if necessary, the Security Major.
3. The Shift Commander who is responsible for reviewing the inspection forms will send a copy of all security inspection forms, which note discrepancies, to the Security Major for notification purposes.

F. Review

To ensure the program is operating effectively, the Security Major or designee will review the security inspection forms compiled by the Shift Commanders at least weekly.

IV. CLOSING

Questions concerning this operational procedure will be directed to the Security Major.

V. ATTACHMENTS (none)