

Idaho Department of Correction 	Standard Operating Procedure	Title: Facility Access		Page: 1 of 11
		Control Number: 510.02.01.001	Version: 7.0	Adopted: 08-21-1995

Jeff Zmuda, division chief, approved this document on 09-18-2015.

Open to the public: Yes No

Redacted version available: Yes No

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Revision date (09/18/2015) version 7.0: Administrative change to remove the phrase "therapeutic community". Previous revision date (05/20/2015)

BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY CONTROL NUMBER 510

Searches of Persons/Vehicles Entering Correction Facilities

DEFINITIONS

Secure Perimeter: A perimeter consisting of two (2) perimeter fences--both with razor wire attached--and an armed patrol or armed towers.

PURPOSE

The purpose of this standard operating procedure (SOP) is to establish guidelines and processes for the access and egress into/out of IDOC correctional facilities.

SCOPE

This SOP applies to all IDOC correctional facilities and all persons entering and exiting IDOC correctional facilities.

RESPONSIBILITY

Facility heads are responsible for the following:

- Implementing this SOP and ensuring staff members practice the requirements provided herein.
- Developing a field memorandum to implement specific areas identified in this SOP.

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GENERAL REQUIREMENTS

- Any person may be denied access at the sole discretion of the facility head (or designee).
- All persons entering IDOC correctional facilities will be required to possess and present on demand, photo identification.

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- All persons entering IDOC correctional facilities will be required to meet the appropriate dress code specified in SOP [604.02.01.001](#), *Visiting*, and SOP [122.02.01.001](#), *Non-security Staff Appearance and Grooming Standards*.
- Correctional facility visitors are not permitted to exchange any item or have any conversation with an offender unless the facility head authorizes it.
- Facility heads must identify in field memorandum a method to track and identify visitors and employees entering and exiting their correctional facilities.
- Persons entering IDOC correctional facilities must comply with all IDOC policies, SOPs, directives, field memorandums, and other rules and will be subject to having their possessions, motor vehicle, or body searched.

1. Control of Access-points

Access to all IDOC correctional facilities and grounds will be controlled to prevent unauthorized access, escape and the introduction of contraband. Facility heads will establish access-points in field memorandum. If necessary, facility heads may authorize exceptions to the established access-points for construction or an emergency situation.

2. Standards for Criminal Background Checks

Most people entering IDOC correctional facilities are required to have a criminal background check before access is permitted. The IDOC uses the following standards for conducting criminal background checks:

Type of Visitor	Type of Criminal Background Check or Staff Supervision
Government employees such as law enforcement, judges, governor, state representatives, state senators, emergency response personnel, etc.	<ul style="list-style-type: none"> • No criminal background check required • Individuals must be escorted and under constant direct staff escort and supervision. • Individuals must present official agency or government credentials.
Limited-access: generally one (1) to three (3) days. (For example: contractors conducting repair or installation.)	<ul style="list-style-type: none"> • Check for warrants. (Note: The facility head [or designee] can waive the warrant check.) • Individuals must be escorted and under constant direct staff escort and supervision.
Tour groups	<ul style="list-style-type: none"> • Check for warrants. (Note: The facility head [or designee] can waive the warrant check.) • Requires constant direct staff escort and supervision.

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Type of Visitor	Type of Criminal Background Check or Staff Supervision
<p>Long-term: generally more than three (3) days or will access the correctional facility on multiple occasions. (For example: construction, maintenance, and delivery drivers of contracted goods such as food, milk, etc.)</p>	<ul style="list-style-type: none"> • Complete a criminal background and check for warrants. • Requires constant staff escort and supervision at medium and close custody facilities, unless the work is isolated from the offender population in which case the facility head (or designee) can approve indirect and intermittent staff supervision. • Requires indirect and intermittent staff supervision at minimum custody facilities. • Depending on the duration of the construction/maintenance project, the facility head may require the issuance of an Idaho Department of Correction (IDOC) identification (ID) card. If an IDOC ID card is issued, the vendor/contractor will be checked “on and off site” in the Corrections Integrated System (CIS). ID cards will be maintained in control and issued in exchange of a photo ID such as a driver’s license. • If an individual’s work with the IDOC lasts longer than one (1) year, a criminal background check is required annually.
<p>Contract staff: medical, commissary, chaplains, etc.</p>	<ul style="list-style-type: none"> • Complete criminal background check and fingerprinting in accordance with policy 211, <i>Hiring and Probation</i>. • IDOC ID cards must be issued. • If an individual’s work with the IDOC lasts longer than one (1) year, a criminal background check is required annually.
<p>Interns</p>	<ul style="list-style-type: none"> • Complete a criminal background, check for warrants, and fingerprinting.
<p>Volunteers and mentors for offenders</p>	<ul style="list-style-type: none"> • Complete a criminal background and check for warrants.
<p>Visitors to offenders</p>	<ul style="list-style-type: none"> • Complete criminal background check in accordance with standard operating procedure (SOP) 604.02.01.001, <i>Visiting</i>.
<p>Employees</p>	<ul style="list-style-type: none"> • Complete criminal background check and fingerprinting in accordance with policy 211, <i>Hiring and Probation</i>.

3. Restrictions on Personal Property

The items allowed on IDOC property and inside IDOC correctional facilities are strictly controlled. Unauthorized items are called contraband. The introduction of contraband into a correctional facility is a violation of state law. If a person attempts to bring contraband into

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an IDOC correctional facility or onto IDOC property the shift commander may contact law enforcement, depending on the severity of the contraband. Less severe contraband may be confiscated and the individual asked to leave the premises and/or be subject to a revocation of visiting privileges.

Prohibited Items

The following items (except IDOC authorized use of force items and animals) are prohibited on IDOC property:

- Alcoholic beverages;
- Pets/animals;
- Ammunition;
- Drugs and narcotics;
- Explosives and explosive devices;
- Firearms;
- Oleoresin Capsicum (OC) spray, mace, etc.;
- Tobacco (may be secured in vehicles in parking lot); and
- Other objects or materials that might be used to compromise the security, sound order, or discipline of the correctional facility.

Restricted Items

The following personal items are normally not allowed in a correctional facility; however, the facility head may authorize them on an individual and limited basis.

- Cell phones;
- Pagers;
- Computers or other electronic devices to include cameras, audio video equipment (or audio or video), written material, etc.;
- Prescription drugs that an individual must carry (**Note:** must be in its original container with the name of the person in possession of the medication on the bottle); and
- Tools.

4. Staff Responsibilities at Access-points

Staff members assigned to correctional facility access-points are responsible for making positive identification of everyone entering or exiting the correctional facility. Staff at access-points will compare the person's face and ID picture to ensure positive identification.

When an individual is trying to leave the correctional facility, if the access-point staff member has any doubt of the person's identity or if the person's picture is not a good likeness, the person leaving will be held until the shift commander (or designee) can make a positive identification of the individual. When attempting to enter a correctional facility, if the access-point staff have any doubt of an individual's identity, that person will not be allowed access until cleared by the shift commander; however, the person will not be held against his will.

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When an IDOC ID card is not a good likeness, a new picture will be taken and a new ID card will be issued as soon as possible, but not more than three (3) business days.

Employees, volunteers, interns, visitors, and contractors must cooperate with access-point staff and must recognize that delays in granting access or egress may occur.

5. Identification Cards by Type and Color Code

Employees and Contract Staff (e.g., IDOC employees and medical staff)

- White and must contain a picture of the individual.

Inmates

- Orange and must contain a picture of the individual.

Level 2 Volunteers, Mentors, and long-term Contractors/Vendors (no escort)

- Green and must contain a picture of the individual.

Level 2 Community Work Center (CWC) Volunteers (no escort)

- Green; no picture required.

Level 1 Volunteers, Mentors, TC alumni, and Interns (must be escorted)

- Green and must contain a picture of the individual.

Level 1 Community Work Center (CWC) Volunteers (must be escorted)

- Yellow; no picture required.

Facility Visitors, Offender Visitors, and short-term Contractors/Vendors (must be escorted)

- Yellow; no picture required.

6. Employee Access

Work Site Access

IDOC employees are granted access to the correctional facilities where they work to perform their job duties. To access their work site, employees must present their IDOC employee ID card and prominently display the ID card while at the work site. Uniform staff members will display their ID cards on their left front shirt pocket affixed by button or clip. Non-uniform staff, volunteers, contractors, etc. will display their ID cards on their left front shirt pocket affixed by button or clip or on a breakaway lanyard. **(Note:** The correctional facility will provide lanyards or clips for visitors, volunteers, contractors etc.)

Each correctional facility must describe in its field memorandum a method for tracking employees' access and egress into/out of the correctional facility.

Employees will not bring the following items into secure areas of a correctional facility:

- More than \$50 cash;
- Workout clothing;
- Non-work related materials;

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Note: Personal items should be limited and are subject to search.

Work Site Restricted Areas

Each facility head must designate in the correctional facility's field memorandum restricted areas and the staff positions authorized to enter them. Restricted areas must have a sign that identifies it as being restricted. The following are examples of restricted areas:

- Armories;
- Correctional Emergency Response Team (CERT) rooms;
- Control centers;
- Locksmith shops;
- Towers;
- Vehicle sally ports; and
- Investigation offices

Access to Other IDOC Correctional Facilities

Employees will be granted access to other IDOC correctional facilities to perform required Departmental duties by doing the following:

- Presenting IDOC ID card at the correctional facility entrance, reception center, and control center;
- Signing in/out at the time of entry and departure on the *Facility Visitor Access Log* (See Appendix B); and
- Prominently displaying their IDOC ID card while at the correctional facility.

Off-duty Access

Off-duty employees will not be granted access to the housing units or interior of the correctional facility. Shift commanders can make exceptions for brief business such as picking up a paycheck. Off-duty employees must sign in/out using the correctional facility employee tracking system.

Employee Access without an IDOC ID Card

The purpose of IDOC ID cards is to provide convenient identification. If an employee cannot produce his IDOC ID card, he can be granted access following a positive identification either with a picture ID such as a driver's license or other personal identification by a supervisor or central control officer. The employee must be given and prominently display a temporary visitor's ID.

7. Contractor Access

- Contractors may be required to pass through a metal detector.
- Contractors must comply with dress standards for visitors found in SOP [604.02.01.001](#), *Visiting*.

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- Contractors must show picture ID before being authorized entrance into the correctional facility.
- Contractors are required to sign in/out of the correctional facility on the *Facility Visitor Access Log*. (See Appendix B)
- Contractors are required to prominently display their IDOC ID card for easy identification.

8. Volunteer Access

To ensure safety and security in the event of a computer system failure during an emergency, redundant check in/out methods (Corrections Integrated System [CIS], *Facility Visitor Access Log*, and exchange of identification) will be used.

Staff will log volunteers in/out of CIS upon the volunteer's arrival and departure to/from the correctional facility. Volunteers must also sign in/out of the correctional facility on the *Facility Visitor Access Log*. (See Appendix B)

Volunteers must exchange a driver's license, military ID card, or state-issued ID card for an IDOC volunteer ID card.

Note: Limited-service volunteers (as defined in the [IDOC Volunteer Handbook](#)) will exchange a driver's license, military ID card, or state-issued ID card for a generic correctional facility visitor card. The control center or access-point staff will maintain the volunteer's personal ID in a systematic manner that will provide quick identification of the number and identity of volunteers who are on-site in the case of an emergency.

9. Public Access

Members of the public visiting an IDOC correctional facility for tours or other IDOC-approved activities will follow the same standards outlined in [section 6](#), and sign in/out of the correctional facility on the *Facility Visitor Access Log*. (See Appendix B)

The facility head (or designee) must complete Appendix A, *Facility Access Tour Application*, approving or denying each person before access to the correctional facility will be granted.

Access by Individuals under 18 Years of Age

The following restrictions apply on public access by individuals under the age of 18:

- Cannot be under 16 years of age.
- Must have Appendix C, *Parental Consent Form*, signed by a parent or legal guardian.
- Can only access administrative and designated visiting areas.

Note: The division chief (or designee) must approve any exceptions.

10. Offender Visitor Access

Offender visitor access is limited to the visiting area and in accordance with SOP [604.02.01.001](#), *Visiting*.

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11. Vehicle Access and Egress

All vehicles on IDOC property are subject to search. Unattended vehicles must be locked and have keys removed. If a vehicle is not locked, the keys have not been removed, or an employee sees contraband in plain view in the vehicle, staff will attempt to identify and locate the owner of the vehicle to have the vehicle locked or removed from IDOC property. If the contraband appears to be evidence of a crime, the shift commander will contact local law enforcement.

Facility visitor vehicles on IDOC property that does not enter the secure perimeter will not be searched; however, if contraband is present the shift commander can tell the visitor that the vehicle must be removed from IDOC property.

All vehicles entering the secure perimeter of any IDOC correctional facility must be thoroughly searched both entering and leaving the facility. The following steps must be followed any time a vehicle enters or leaves a secure perimeter:

Functional Roles and Responsibilities	Step	Tasks
Sally Port Officer	1	Confirm with the shift commander (or designee) that access inside the secure perimeter is authorized.
Sally Port Officer	2	Compare the driver and any other individuals' faces and their picture identification (ID) card to make a positive ID.
Sally Port Officer	3	Search the vehicle outside the perimeter fence or if applicable, inside the sally port.
Sally Port Officer	4	Ensure that any weapons are secured in an authorized area.
Sally Port Officer	5	After the search is complete, notify the central control officer that the vehicle can enter the correctional facility grounds.
Central Control Officer	6	Log the vehicle and its license plate number onsite in the central log and on the <i>Facility Visitor Access Log</i> (See Appendix B)
Central Control Officer	7	Ensure the appropriate work area is notified that the vehicle is onsite.
Operational Area Supervisor (See note box below)	8	Ensure that the vehicle, visitors, and offenders in the area are under constant staff supervision.
Operational Area Supervisor	9	Ensure the vehicle is turned off, keys removed, and it is locked.
Operational Area Supervisor	10	Notify the central control officer when the vehicle is departing the operational area.
Sally Port Officer	11	Thoroughly search the vehicle.
Sally Port Officer	12	Compare the driver and any other individuals' faces and picture ID card and to make a positive ID.

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Functional Roles and Responsibilities	Step	Tasks
Sally Port Officer	13	Notify the central control officer (or approval authority) that the vehicle has been searched and is clear to exit through the sally port.
Central Control Officer (or Approval Authority)	14	Log the vehicle and its license plate number offsite in the central control log and on the <i>Facility Visitor Access Log</i> (See Appendix B)

Note: The operational area pertains to the area within the secure perimeter in which contracted goods and/or services are delivered or coordinated.

12. Tool and Equipment Access

Procedures for tools and equipment can be found in SOP [509.02.01.001](#), *Tool Control*.

13. Supply Access

Hazardous Materials

Procedures for hazardous materials can be found in SOP [509.02.01.003](#), *Hazardous and Flammable Materials Control*.

All Other Supplies

All other supplies require the approval of the shift commander (or higher authority).

Note: Both hazardous materials and supplies must be thoroughly searched for contraband.

14. Searches of Correctional Facility Visitors and IDOC Staff

Items such as a tool box, brief case, hand bag, etc. must be searched before a correctional facility visitor or IDOC staff member will be allowed to take the item into an IDOC correctional facility.

A staff member may request a clothed body search if he has reasonable suspicion that the visitor or another staff member is attempting to bring in contraband. If the visitor or other staff member refuses to submit to a search, he will be denied access and allowed to leave; however, staff may contact local law enforcement if the staff member has a reasonable suspicion that the visitor or other staff member's refusal to submit to a search is due to the possession of drugs or other criminal behavior.

If the correctional facility visitor or other staff member agrees to the clothed body search, the search may be conducted using the following guidelines:

- The shift commander (or higher authority) must authorize the clothed body search; and
- The search must be performed by an officer of the same sex as the visitor or other staff member.

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REFERENCES

Appendix A, *Facility Access Tour Application*

Appendix B, *Facility Visitor Access Log*

Appendix C, *Parental Consent Form*

– End of Document –

**IDAHO DEPARTMENT OF CORRECTION
Facility Access Tour Application**

Date: _____ Correctional Facility: _____

Date of the visit/tour: _____

Purpose of the visit/tour: _____

Organization/individual requesting the visit/tour: _____

Visitor Information

Name	DOB	SSN	Record Check		Approved Denied	
			No Record	Has Record	Approved	Denied
1.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IDAHO DEPARTMENT OF CORRECTION
Facility Visitor Access Log**

Correctional Facility: _____

Access-point: _____ Date: _____

Name (print)	Representing	Time in	Time out	Vehicle License Plate # (only if entering sally port)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
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28.				
29.				
30.				

**IDAHO DEPARTMENT OF CORRECTION
Parental Consent Form**

Date: _____

Parent name: _____

Child's name: _____

Child's date of birth: _____

Address: _____

Street

City

State

Telephone # (home): _____ Cell phone #: _____

I hereby give _____ (child's name) permission to visit the following IDOC correctional facility (mark all that applies):

- Idaho Correctional Center (ICC)
- Idaho Correctional Institution-Orofino (ICIO)
- Idaho Maximum Security Institution (IMSI)
- Idaho State Correctional Institution (ISCI)
- North Idaho Correctional Institution (NICI)
- Pocatello Women's Correctional Center (PWCC)
- South Idaho Correctional Institution (SICI)
- South Idaho Correctional Institution Community Work Center (SICI-CWC)
- South Boise Women's Correctional Center (SBWCC)
- St. Anthony Work Camp (SAWC)

Print parent/guardian's name

Date

Parent/guardian's signature

Date