

DEPARTMENT OF CORRECTION  	<b>POLICY MANUAL</b>	<b>POLICY NUMBER:</b> 117	<b>PAGE NUMBER:</b> 1 of 3
		<b>SUBJECT:</b> Visitors To Central Office - Information Concerning Visitors, Visiting Staff And Central Office Building Staff	Adopted: 04-1993 Reviewed: 06-18-04 Revised: 06-21-04

### **01.00.00. POLICY OF THE DEPARTMENT**

It is the policy of the Board of Correction that Department of Correction business be conducted in a safe and secure environment. Identification and escort of visitors in the Department of Correction's central office building is necessary to ensure staff safety and building security.

#### **01.01.00. PURPOSE**

The purpose of this policy is to establish Department of Correction central office visiting procedures to ensure the safety of staff and visitors, and the security of the building.

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#### **03.00.00 REFERENCES**

IDAPA 06.01.01, Rules Of The Board Of Correction, Section 117, Central Office Visitors.

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#### **04.00.00. DEFINITIONS**

Department Central Office Building. Commonly referred to as the central office, the department central office building is located at 1299 North Orchard, Suite 110, Boise.

Department Central Office Building Staff. Employees of the Department of Correction whose workstation is located within the department central office building.

Department Identification Badges (I.D.). Picture identification badge issued at the time of employment with the Department of Correction.

Visiting Staff. Employees of the Department of Correction or the parole commission conducting business in the Department of Correction central office building on a regular or irregular basis. This includes new hires reporting for enrollment.

Visitors. Any person present in the central office building who is not an employee under the Board of Correction.

Workstation. Any place a Department of Correction employee may be assigned to work.

#### **05.00.00. SCOPE**

This policy provides procedures for allowing visitors and visiting staff access to the department of correction central office.

#### **06.00.00. RESPONSIBILITY**

It is the responsibility of the supervisor of the reception area to ensure the reception staff follow these procedures to ensure staff safety and building security.

#### **07.00.00. PROCEDURE**

##### **07.01.00. Central Office Building Staff**

Central office building staff shall wear Department of Correction identification (I.D.) badges at all times.

##### **07.02.00. Identification Of Visitors And Visiting Staff**

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Identification of frequent visitors and visiting staff may be by visual recognition. Other identification shall be through photo identification.

**07.03.00. Visitors And Visiting Staff Sign-In**

All visitors and visiting staff will sign in on the visitor's log, located at the receptionist's desk. Identification shall be provided to the receptionist at the time of sign-in.

Visitors and visiting staff who do not have I.D. badges will be issued a visitor badge upon sign-in at the receptionist's desk.

**07.04.00. Notification Of Visitors**

The receptionist will notify appropriate central office building staff of the visitor's presence.

A visitor authorized to proceed by a central office building staff member will be permitted access to the building by the receptionist. The receptionist will provide entry by activating the door release button.

A visitor not authorized to proceed will be permitted to remain in the lobby until a central office building staff member can come to the lobby to escort the visitor.

**07.05.00. Visitors And Visiting Staff Sign-Out**

All visitors and visiting staff will return the visitor badge and sign out on the visitor's log, located at the receptionist's desk, when departing the central office building.

**08.00.00. FLOW CHART**

Not applicable to this policy.

**09.00.00. SIGNATURE**

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**Director, Department of Correction**

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**Date**