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| Idaho Department of Correction  | Policy | Control Number: 146 | Version: 1.0 | Page Number: 1 of 1 |
| | | Title: ILETS: Idaho Public Safety and Security Information System | | Adopted: 12-22-2010 Reviewed: 12-22-2010 Next Review: 12-22-2012 |

This document was approved by Brent Reinke, director of the Idaho Department of Correction, on 12/22/10 (signature on file).

BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

POLICY STATEMENT

It is the policy of the Idaho Board of Correction that the Idaho Department of Correction (IDOC) (1) participate in the Idaho State Police (ISP), Bureau of Criminal Investigations (BCI), Idaho Public Safety and Security Information System (ILETS) program, and (2) adhere to all guidance (both internal and external) relating to the ILETS.

PURPOSE

The purpose of this policy is to communicate the Board's philosophy regarding the IDOC's use of the ILETS.

SCOPE

This policy applies to all procedures created under the authority of this policy and to any IDOC office, division, or facility that uses the ILETS.

RESPONSIBILITY

The director of the IDOC and division chiefs are responsible for overseeing the implementation of this policy and the development and implementation of a standard operating procedure (SOP) that provides guidance to staff for using the ILETS.

At a minimum, SOPs must include processes for:

- The use and management of ILETS;
- Conducting criminal background investigations (CBI);
- Entering, maintaining, and clearing warrants in ILETS;
- Maintaining ILETS security; and
- Conducting internal audits.

REFERENCES

None