

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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SUBJECT: SIGNING IN AND OUT

APPROVED: 
SHARON HARRIGFELD, DIRECTOR

CATEGORY: ADMINISTRATION

Policy

Knowing who may be visiting a particular Idaho Department of Juvenile Corrections (IDJC) facility or office assists in the safe and secure operations of IDJC. Maintaining visitor sign-in sheets and a protocol for escorting visitors to and from the lobby area provides a means to identify the number of visitors on site and the ability to locate the visitors in case of telephone calls and/or emergencies.

It is therefore the policy of IDJC that all non-IDJC persons (including family) will be required to sign in and out and, when required by the Division Administrator, to wear a visitor badge. Every IDJC employee when visiting another IDJC site will complete the appropriate visitor sign-in sheet properly.

Operating Procedure

- I. IDJC locations will maintain visitor sign-in sheets which shall include, at minimum, date, time of arrival, visitor's name, representing whom, visiting whom, and time of departure from premises.
- II. Visitor sign-in sheets shall be kept for two years and destroyed following the last entry unless there has been a security incident, in which case they shall be kept for as long as necessary according to investigation procedures.
- III. Front desk Office Specialists are responsible for:
 - Assuring that visitors sign in and out,
 - Assuring that non-IDJC visitors have a visitor badge when required,
 - Maintaining the visitor sign-in sheets in good condition, and
 - Maintaining a sufficient number of visitor badges to accommodate meetings.

Reference: Glossary of Terms and Acronyms

Desk Manual(s): N/A

Related Policies: Identification Badges (106)
Visitation (540.10 / 640.10 / 740.10)

Related Forms: Visitor Sign-In Sheet–Headquarters & Districts (DJC-233)
Facility Sign-In Sheet–Vendors and Other Guests (DJC-234)
Visitor Sign-In Sheet–Visits to Juveniles (DJC-236)