

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

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SUBJECT: SIGNING IN AND OUT

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 the IDJC that all non-IDJC persons (including employee family members) will be required to sign in and out. Every IDJC employee when visiting another IDJC site will complete the appropriate visitor sign-in sheet properly.

Operating Procedures

- I. IDJC locations will maintain applicable visitor sign-in sheets (DJC-233, DJC-234, DJC-236), 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 are retained for two years following the last entry and then destroyed. In the event there is a security incident, the sign-in sheets relating to the incident are retained until cleared for destruction by Legal Services.
- III. Front desk Office Specialists are responsible for:
 - A. Assuring that visitors sign in and sign out,
 - B. Assuring that non-IDJC visitors are issued a visitor badge or label, when required,
 - C. Maintaining the visitor sign-in sheets in good condition, and
 - D. Maintaining a sufficient number of visitor badges or labels to accommodate expected visitors and meetings.

Reference: [Glossary of Terms and Acronyms](#)

Desk Manual(s): N/A

Related Policies: [Identification Badges](#) (106)
[Correspondence/Communication: Mail, Telephone, and Visitation](#) (674)

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)