

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

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**SUBJECT: INSPECTION OF DEPARTMENT PROPERTY**

**CATEGORY: HUMAN RESOURCES**

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**Policy**

To ensure a safe and secure environment for employees and juveniles, as well as to ensure rules of conduct are being followed, the Idaho Department of Juvenile Corrections (IDJC) reserves the right, at all times and without prior notice, to inspect and search any and all items located on or within IDJC property.

It is therefore the policy of the IDJC that employees should have no expectation of privacy regarding items owned by the IDJC or items brought onto IDJC property and that said items may be inspected to determine if they are in violation of IDJC rules and/or state and federal laws. Additionally, employees should have no expectation of privacy as to the use of information technology as outlined in the Use of Information Technology (230) policy and procedure.

**Operating Procedures**

**I. Inspections of IDJC Property**

- A. IDJC property includes but is not limited to lockers, file cabinets, storage areas, work areas, bookcases/credenzas, phones, voice mail, and desks which are made available for the convenience of and use by employees while at work. Such items and areas remain the sole property of the IDJC.
- B. With Division Administrator approval, inspections of employee work, break and/or storage areas may be conducted during, before, or after hours by an authorized IDJC supervisor or law enforcement official at any time, with or without advance notice or consent.
- C. Employees who, if requested, fail to cooperate in any inspection, will be subject to corrective and/or disciplinary action up to and including dismissal.
- D. The IDJC is not responsible for any items in a locker, desk or work area that are lost, stolen, damaged or destroyed.
- E. Keys and locks will be issued to employees at the facility's discretion. Employee lockers may be locked using the employee's own personal lock. However, should the need to inspect a locked space arise, the supervisor/manager must be provided with the key/combination to the lock or it will be cut to allow access.

## II. Prohibited Items

Prohibited materials include but are not limited to: weapons, explosives, alcohol, tobacco, illegal drugs, prescription drugs not prescribed to the employee, and items identified as contraband pursuant to the Contraband Acquisition and Disposition/Searches (620) policy and procedure. Generally, medications prescribed to the employee by an appropriate health care provider for specific treatment purposes of the employee at that time and over-the-counter medications may be permitted; however, specific unit policies may not allow for this due to presence of or access by juveniles.

## III. Findings

When an inspection reveals evidence of a policy violation, the employee will face corrective and/or disciplinary action up to and including dismissal. If there is evidence of criminal activity, the evidence will be turned over to law enforcement.

*Reference:*                    [Glossary of Terms and Acronyms](#)  
                                     *Idaho Code 18-2510*

*Desk Manual(s):*        *None*

*Related Policies:*        [Use of Information Technology](#) (230)  
                                     [Workplace Violence](#) (308)  
                                     [Drug-Free Workplace](#) (327)  
                                     [Confidentiality/Privacy](#) (328)  
                                     [Contraband Acquisition and Disposition/Searches](#) (620)

*Related Forms:*        *None*