

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

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**SUBJECT: VENDORS ON STATE PROPERTY**

**CATEGORY: HUMAN RESOURCES**

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**Policy**

The purpose of this policy is to minimize the disruption of Idaho Department of Juvenile Corrections (IDJC) employee time, assure uniform treatment of all vendors and/or solicitors, and protect state resources from being used for private gain.

It is therefore the policy of the IDJC to control all solicitation on IDJC state property. This includes organizational solicitors, vendors, salespersons, sales representatives, and IDJC employees who are engaged in collecting donations, a personal business or sales.

**Operating Procedures**

- I. Requests from vendors/solicitors will be forwarded to the appropriate Division Administrator for review and approval. The Division Administrator will consult with the Human Resources Officer (HRO) if the topic relates to Human Resources, e.g., benefits, unions, insurance, etc. Life, accident, cancer and supplemental insurance vendors, as well as IRA, annuity or retirement fund vendors who are authorized for state payroll deduction should be treated as any other vendor. "Payroll deduction" does not imply state endorsement.
- II. Vendor Meetings and/or Postings of Information on State Property
  - A. No desk-to-desk solicitations/presentations, e-mails, or phone calls are permitted, unless specifically approved by the Director.
  - B. Conference Rooms. Upon approval by the Division Administrator and the HRO, if applicable, the vendor/solicitor may be authorized to use an IDJC conference room for presentation of materials.
    1. Employees are allowed to utilize breaks, meal breaks, and time before or after work to visit with vendors/solicitors.
    2. At the discretion of the Director, conference space and state facilities may be made available during work hours to publicize programs, benefits, and charitable fund drives.
  - C. Use of state letterhead/paper, equipment, and/or state postal resources to publicize vendor conferences/meetings or for an employee's personal business is prohibited.
  - D. Bulletin Boards and Mailboxes

1. With Division Administrator approval, vendor information, notices, and/or fliers may be placed on employee bulletin boards or in employee mailboxes. The information must contain a statement such as, "Not a State-Endorsed Product or Service" unless endorsed by the Governor's Office.
2. The Division Administrator may designate a public bulletin board, if deemed appropriate, for certain vendors/solicitors regarding family or juvenile-related topics.
3. Current IDJC employees who have outside business or sales activities are prohibited from listing their work telephone number and address on advertisements. Employees may display personal business fliers or information, provided at their own expense, in designated break rooms or other pre-approved, non-public areas.

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

*Desk Manual(s):* None

*Related Policies:* None

*Related Forms:* None