

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

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SUBJECT: FACILITY OPERATIONS MANUALS

CATEGORY: FACILITY OPERATIONS

Policy

The purpose of this policy is to establish a process by which the Idaho Department of Juvenile Corrections (IDJC) facilities can implement a Facility Operations Manual. IDJC recognizes that each facility has unique characteristics that impact how a facility operates on a day-to-day basis.

It is therefore the policy of the IDJC that each IDJC facility is to create a Facility Operations Manual setting forth procedures to carry out day-to-day operations.

Operating Procedures

I. Day-To-Day Operations

A. Operations covered in a Facility Operations Manual are as follows:

1. Delivery of Goods After Hours
2. Facility Parking
3. Garbage Disposal/Bio Hazard Disposal
4. Maintenance/House Force After Hours – Emergency Calls
5. Snow Removal
6. Supplies Accessibility/Requisitions
7. Food Services Requisitions
8. Other operations as deemed appropriate by the Superintendent

B. If a facility wishes to add, revise, or delete an above listed operation to its Facility Operations Manual; the facility provides notice to the Institutional Policy and Procedures (IPPS)/Administrative Policy and Procedures (APPS) committee to ensure that consistency with policy is maintained.

II. Creation of a Facility Operations Manual

A. The facility Superintendent, or designee, determines the process for creating and maintaining the Facility Operations Manual. Once this process is determined, it should be incorporated into the Facility Operations Manual for reference.

B. At a minimum, it is expected that for each operation the Facility Operations Manual will:

1. Clearly set forth the purpose, scope and procedures necessary to accomplish each operation, and
2. Be reviewed every three years.

C. Facility Operations Manuals must be accessible to all facility staff for reference. It is recommended that the manuals be posted to the facility's page on the IDJC Intranet.

III. In the event that any portion of a Facility Operations Manual conflicts with an IDJC policy, the terms of the policy will prevail.

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

Desk Manual(s): *None*

Related Policies: *None*

Related Forms: *None*