

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

NUMBER
680

REVISED
11/20/23

REVIEWED
11/20/23

EFFECTIVE
12/03/01

PAGES
2

**SUBJECT: FIREARMS/WEAPONS AND
USE OF METAL DETECTOR**

**CATEGORY: FACILITY SAFETY AND
SECURITY**

Policy

The purpose of this policy is to provide a safe and secure environment for juveniles, staff, and the public. It is therefore the policy of the Idaho Department of Juvenile Corrections (IDJC) that firearms and other weapons are strictly prohibited within IDJC facilities, premises and grounds. The regional Superintendent, or designee, may waive this policy for law enforcement officers.

It is further the policy of the IDJC that to aid in limiting the probability of firearms and other weapons being brought into the facilities, all visitors accessing the living, dining, education and recreation or medical areas of IDJC facilities will go through a metal detector prior to leaving the administration area. The Superintendent, or designee, may waive this portion of the policy for routine delivery personnel or external service crews providing approved services on site.

Operating Procedures

I. Firearms/Weapons:

A. Staff are responsible to notify a program support staff or [Control](#) if they have reason to believe that there is a firearm/weapon in a vehicle on IDJC premises. The program support staff speaks with the operator of the vehicle and requests that the vehicle and firearm/weapon be removed from IDJC premises. If the operator cannot be located or if the operator refuses to remove the vehicle, the program support staff reports the problem to the Superintendent, or designee, and may contact law enforcement.

B. Juveniles are not allowed to have or handle firearms for any reason.

C. Juveniles are not allowed to have [weapons](#). Exceptions are items used for recreational or institutional needs and/or educational activities that are directly supervised by staff and receive prior written approval from the Superintendent, or designee.

II. There are certain IDJC employees that require tools to be in their possession to perform their job function, which may be misused as weapons. These situations are covered under the Control of Tools (686) policy/procedure.

III. Metal Detector:

A. Protocols for the use of the metal detector:

1. As part of the procedure for check-in, all visitors, except for persons with pacemakers who present a medical card and as authorized by the Superintendent, or designee, are advised that they are required to go through a metal detector. Should the visitor refuse to comply and/or become belligerent, program support

staff or others are called for support. If the situation escalates; law enforcement may be called for assistance.

- a. Prior to going through the metal detector, visitors are asked to place any personal items including keys, cell phones, smart watches, or other metal objects in lockers provided. These items are left in administration, or designated area, in a secured storage locker until the visit is over and visitors are ready to leave the facility.
 - b. All purses, satchels, briefcases, backpacks, or other like containers may be inspected prior to their being allowed into the facility.
 - i. Visitors declining the inspection are given the option of locking the item in a storage locker or locking it in their vehicle. Items cannot be left with an IDJC employee due to liability issues.
 - ii. Refusal to lock up the item will be grounds for terminating the visit.
 - c. Visitors are directed to go through the metal detector.
 - i. Should the alarm sound, visitors are asked to check for items that may be causing the alarm and go through the metal detector a second time.
 - ii. Should the alarm sound a second time, the visitor is scanned with the handheld metal detector and program support staff may be asked to assist.
 - iii. Should a restricted item be discovered, the visit is terminated and the visitor directed to leave the facility.
2. Should a visitor refuse to comply with any portion of this procedure, the visit is terminated and the visitor is directed to leave the facility. Should the visitor refuse to leave, law enforcement may be called. If law enforcement is called, the Superintendent, or Duty Officer (DO), is notified immediately.
- B. The Superintendent or DO is notified within 24 hours of any visits that are denied or terminated pursuant to this policy. An incident report utilizing the Non-Juvenile Incident Report Form (DJC-175) and a security log entry is completed describing the incident and identifying other staff who witnessed the circumstances justifying the denial or termination of the visit.

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

Related Policies: [Contraband Acquisition and Disposition/Searches \(620\)](#)
[Correspondence and Communication- Telephone, Mail, and Visitation \(674\)](#)
[Control of Tools \(686\)](#)

Related Forms: [Visitor Consent to Search \(DJC-087\)](#)
[Non-Juvenile Incident Report \(DJC-175\)](#)
Contractor Memorandum/Agreement (As applicable in each facility)