

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

<u>NUMBER</u>	<u>REVISED</u>	<u>REVIEWED</u>
681	09/09/21	09/09/21
<u>FORMERLY</u>	<u>EFFECTIVE</u>	<u>PAGES</u>
	12/01/01	1

SUBJECT: EMPLOYEE FAMILY MEMBERS

**CATEGORY: FACILITY SAFETY AND
SECURITY**

Policy

It is the policy of the Idaho Department of Juvenile Corrections (IDJC) not to allow employee family members to remain with the employee for periods of 15 minutes or more without their supervisor's approval while the employee is on duty fulfilling job responsibilities to maintain safety and security.

Operating Procedures

General Instructions

- A. When an employee is aware that a family member will be visiting them while on duty, they inform the receptionist, 8:00 a.m. to 5:00 p.m., or security staff/control if after 5:00 p.m.
- B. Upon entering and leaving the facility/campus, family members are required to check in and out at the administration office, or with security staff/control if after 5:00p.m. While at the facility, family members will wear a visitor badge.
- C. Family members are restricted from participating in any activities with the juveniles unless otherwise approved by the Superintendent, or designee, in advance.
- D. Family members are not allowed inside a secured area unless the Superintendent, or designee, has given prior approval.

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

Related Policies: [Identification Badges \(106\)](#)
[Signing In and Out \(107\)](#)
[Ethics and Standards of Conduct \(324\)](#)
[Juvenile Supervision \(608\)](#)

Related Forms: *None*