


Idaho Commission of Pardons and Parole 	Standard Operating Procedure	Facility Security Policy		Page: 1 of 4
		Control Number: 114	Version: 0.1	Adopted: 10-24-2022

Ashley Dowell, Executive Director, approved this document on 

Open to the public: Yes No

Redacted version available: Yes No

SCOPE

This standard operating procedure (SOP) provides procedures for the Idaho Commission of Pardons and Parole staff, Idaho State Police, and the public.

Revision Summary
Revision date (__/__/__) version __: [Insert a short description of changes from the previous version only, unless there was a revision within the last six months, then you may include that summary.]

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PAROLE COMMISSION IDAPA RULE NUMBER

200.09

POLICY CONTROL NUMBER

114

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PURPOSE

The purpose of this SOP is to provide guidelines to all Commission staff, Idaho State Police (ISP), and the public regarding security procedures for the Commission's facility during public hearing sessions and general access during non-hearing timeframes to conduct Commission business.

RESPONSIBILITY

This SOP applies to all persons having access to the Commission's facility.

GENERAL REQUIREMENTS

1. All persons entering the Commission facility will be required to possess, and present on demand, photo identification.
2. Persons entering the Commission facility comply with all Commission policies and rules. Members of the public will be subject to having their possessions and persons searched. Any person who does not comply may be denied access at the discretion of the Executive Director or designee or the Idaho State Police.
3. Minors will not be allowed to attend or testify at the hearings without prior approval of the Executive Director per IDAPA rule 200.06.
4. All persons entering the Commission facility will be required to dress appropriately. Clothing must not reference profanity, nudity, drugs or alcohol, or gang ties or affiliation.
5. The Executive Director or designee will identify the total operational capacity of the hearing room meeting fire code guidelines and number of observers allowed per inmate hearing.
6. The items allowed on Commission property and inside the Commission facility are strictly controlled. If a person attempts to bring prohibited items into the Commission facility, the Executive Director or designee, or ISP, will ask the visitor to secure the item in their vehicle or leave the premises. Neither the Commission, nor ISP, is responsible for securing or holding prohibited items for visitors.

Prohibited Items

The following items are prohibited on Commission property:

- Bags, purses, backpacks, briefcases, etc.
- Alcoholic beverages
- Pets/animals; unless the animal is a service animal necessary to assist persons with disabilities or an animal in the service of law enforcement
- Ammunition
- Drugs and narcotics
- Explosives and explosive devices
- Firearms
- OC Spray, mace, etc.
- Knives
- Cell Phones or pagers
- Electronic devices to include cameras, audio video equipment, recording devices, etc.

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- Computers, unless utilized by an attorney, representing a victim, resident or parole violator, with prior permission from the Executive Director
 - Other objects or materials that might be used to injure, damage, or harm persons or property or disrupt Commission business
7. The Commission will not tolerate disrespectful or aggressive behavior to include loud, threatening, abusive, or profane language; lewd or inappropriate gestures or behavior, verbal or physical altercations toward staff members, ISP, or other visitors; or improper use or abuse of state property.

1. Control of Access Points

Public access points are the south and east side entrances to the Commission facility. All public visitors for Commission hearings and meetings must use the east entrance. Access to the Commission facility and grounds will be controlled to prevent unauthorized access and the introduction of prohibited items. No item shall block access points of the Commission facility, restrict the flow of visitors using the facility or restrict emergency access.

2. Staff Responsibilities at Access Points

Staff members are responsible for making positive identification of every person entering or exiting the building via the south access point, i.e.: the main agency entrance. No other access point will be utilized by staff or the public unless authorized by the Executive Director in advance. Staff will escort visitors through the building if visitors leave the designated public area.

3. Idaho State Police Responsibilities at Access Points

The east access point, i.e.: hearing entrance, will be monitored by the Idaho State Police during monthly Commission business and hearing sessions. The Idaho State Police will be responsible for making positive identification of all public visitors entering or exiting the facility for Commission hearings or business meetings. To enhance security and public safety, ISP shall inspect all personal belongings in the possession of any person entering the Commission facility. ISP will also screen each person, by using a wand or walk-through metal detector entering the Commission facility for hearings or business meetings. Persons who do not pass security screening procedures will be denied entry to the Commission facility. ISP will only admit as many visitors in the Commission facility as the waiting and hearing room capacity will allow. Visitors above this capacity will be asked to wait outside of the facility.

4. Removal of Visitors

The Executive Director or designee may authorize ISP remove or exclude any person from the Commission facility who engages in any of the following:

- Violations that interfere with the Commission business, injures persons or property, or is likely to injure persons or property; or
- Refusal of a visitor to comply with policies or IDAPA rules or with the Executive Director or designee's or ISP's directives;

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- Disruptive or inappropriate behavior outlined in this policy or otherwise determined to be disrupting the Commission's business;
- Does not pass security screening or refuses to enter the facility without a prohibited item.

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