

IDAHO DEPARTMENT OF CORRECTION
Rules for Meeting with Inmates

Warning!

Violating these rules may result in the temporary or permanent loss of access to inmates.

1. **Approval:** Individuals must be approved as described in *Attorney and Professionals Access to Inmates*, SOP 604.02.01.002 before they can access any inmate.
2. **Mailing the Application:** Address the envelope **to the facility where the inmate resides**. To help the envelope arrive at the proper location within the facility, add the words 'Attorney Access Applications' after the facility name. For example:
ISCI
c/o Attorney Agent Access Applications
PO Box 14
Boise, ID 83707
To research correct mailing addresses for other IDOC facilities, www.idoc.idaho.gov and click on prisons and then prison locations.
3. **Identification:** Attorney's must present their Bar Association Card. Agents of attorneys must present a valid and current photo identification (ID) (specifically a driver's license, state-issued ID, military ID, or valid/current United States passport).
4. **Status Change:** Attorneys and attorney agents must report any change in status that ends the legal representation of the inmate.
5. **Expiration and Reapplication:** All applications (attorney agents) expire one year from the date of submission. Each individual is responsible for re-submitting a new updated application annually.
6. **Maintaining Current Information:** Individuals must report any new arrests or pending charges to a facility staff member the next time they are at the facility following the arrest or new charge.
7. **Schedules and Rules:** Attorneys, attorney agents, and professional individuals are responsible to schedule appointments with the facility.
8. **Allowed Items for Attorneys and their Agents:** One legal pad, one black ink pen (stick--not push), one notary stamp, legal pleadings to be signed or reviewed, testing materials, laptop computer, audio recorder, DVD player, stenograph, and authorized testing equipment. No items can be left with the inmate without prior written approval from the facility head or designee.
9. **Inmate Items:** Inmates may bring the following items authorized at their custody level: legal work, paper, and pencil or pen. No items can be removed from the facility without prior written approval from the facility head or designee. **Exchanging Items:** With the facility head's approval, papers attorneys and agents of attorneys can leave signed papers, documents from a court, or other documents with a legal purpose.
10. **Attire and Grooming:** Inmates must be groomed in accordance with the facility grooming regulations.
Attorneys and agents must wear garments that are conservative and modest. Proper underclothing must be worn. No bare feet are allowed.
Attire That Is Not Allowed: sleeveless garments, bare midriffs, scrubs, shorts, cutoffs, miniskirts, hats, caps, bandanas, doo-rags, spandex, and low-cut or see-through clothing. (Note: Medical exceptions may be made for headwear. In addition, scrubs may be worn at CWC facilities.)

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Multi-layered clothing that could be used to conceal contraband, such as coats and sweatshirts, are not allowed in the meeting area.

11. **Search:** Inmates are subject to clothed or unclothed search before and after meetings. All persons, their vehicles, and possessions brought onto IDOC property or entering a correctional facility are subject to search. Failure to submit to a search will result in a termination of access privileges.
12. **Contraband:** It is a crime to introduce weapons, drugs, or other contraband into a prison facility. Staff may search any items entering the meeting area. The IDOC uses metal detectors, trained narcotic and tobacco detection dogs, and conducts searches to ensure security and to enforce state law.
13. **Tobacco-free Facilities:** All IDOC facilities are tobacco free. Individuals must not bring any form of tobacco into an IDOC facility. Tobacco is contraband and is a criminal offense in IDOC correctional facilities.
14. **Behavior:** The Idaho Department of Correction (IDOC) does not tolerate disrespectful or aggressive behavior to include loud, threatening, abusive, or profane language; verbal or physical altercations toward staff members, inmates, or others; inappropriate physical contact; or improper use or abuse of state property.
15. **Under the Influence:** Access is denied to individuals suspected of being under the influence of intoxicating beverages or drugs and access privileges may be temporarily or permanently revoked.
16. **Food and Drink:** No outside food or drink is allowed in any correctional facilities. If vending machines are present in the meeting area, attorneys and attorney agents may purchase food and drink items for their own consumption, but must dispose of or take them at the end of the meeting.
17. **Cleaning the Meeting Area:** The inmate is responsible to clean the assigned area after the meeting.
18. **Leaving the Area:** Inmates, attorneys, agents of the attorney, or professional individuals cannot leave the room and then return except for approved restroom breaks as directed by staff. An IDOC supervisor must approve any exceptions.
19. **Physical Contact:** No physical contact is allowed except a hand shake at the beginning and end of the meeting.
20. **Contact Only the Approved Inmate(s):** Individuals can only talk with the inmate(s) they are approved to contact.