

Nevada Department of Corrections (NDOC) Security Regulations Acknowledgement

Printed Name of the Employing Company

Printed Employee Name

All outside contractors/subcontractors should understand that they are coming into a correctional facility (or institution) to work. As such, safety and security are our primary responsibility. It is the responsibility of each contractor/subcontractor to adhere to the facility's security regulations. These regulations are not all inclusive. Good judgment and communication should be used at all times. Violations of these regulations may result in immediate removal from the premises or possible prosecution under applicable State laws NRS 209.417, 212.100, 212.140, 212.150, 212.160, 212.165, 212.170 & 212.187.

Please read and initial every item and sign at bottom to indicate you understand and will follow these regulations. This form is required before a background check will be processed.

General Rules

- _____ 1. Background checks will be completed prior to access to any NDOC facility property. Access will not be granted until a background check is passed. Applicants are approved under the company name on the application only.
- A. Background checks will be renewed each year to ensure both the NDOC and contractor have the most up-to-date information. Contractors will disclose on the background application if they know an incarcerated individual.
 - B. Ex-felons will not be allowed entry to prison grounds without the express written approval of the Director of the Department of Corrections or the Warden of the institution.
- _____ 2. Any contractor who finds he/she knows an inmate incarcerated at the institution he/she is working at must report it immediately to the facility and Northern Administration (where the background checks are done) so it can be documented.
- A. Access to the institution, if an inmate is known, will be Approved/Denied by the Warden.
- _____ 3. Contractors will not communicate (talk) or fraternize with inmates unless required.
- _____ 4. Items that are prohibited (forbidden/illegal) from a State Correctional property which includes inside AND outside of the fence include, but are not limited to:
- A. All Tobacco Products;
 - B. All Narcotics, Drugs, Alcohol, Firearms, Explosives or other Weapons;
 - C. Cameras are not allowed without prior written permission from the Warden of the institution;
 - D. Metal or Glass Objects (e.g., Eating Utensils, Bottles, etc.); and
 - E. Do not bring valuables onto institutional property. These items must be locked in your vehicle outside.
- _____ 5. Telecommunications devices including, but not limited to Cell Phones and Laptop Computers will only be allowed upon prior written approval from the NDOC Director. Approvals from the Warden or Associate Warden(s) are on a per visit basis only.
- A. NDOC forms DOC 003 and DOC 006 must be filled out, signed, and approved prior to bringing any telecommunications or computer items in to any correctional facility.
- _____ 6. Non-essential keys should not be brought into the institution (e.g., multiple key rings.)

_____ 7. Any unauthorized items will be secured in the contractor vehicle at all times.

Vehicles

_____ 1. All contractor vehicles entering and leaving the institution are subject to search.

_____ 2. Vehicles may be searched while on the facility's grounds as well.

_____ 3. All contractor vehicles will be parked in employee parking lot (in front of the gatehouse)

_____ 4. All vehicles will remain locked when unattended.

_____ 5. Keys will remain with owner/operator of the vehicle.

_____ 6. If the facility allows you to use your vehicle to transport tools or materials, your vehicle will be searched before and after delivery and immediately returned to the employee parking lot after such delivery.

_____ 7. Do not exceed posted speed limits around perimeter or on facility property.

_____ 8. Vehicle traffic must be kept to a minimum. Please carpool whenever possible.

Access To and From Facility Property

_____ 1. **ALL Blue clothing is strictly prohibited (e.g., Blue Jeans, Blue Shirts, Blue Shorts). Orange Jumpsuits are also prohibited.**

_____ 2. All contractors will:

A. Sign in and out at the Gatehouse

B. Show and surrender his/her picture identification (Driver's License or ID Card) to the Gatehouse Officer. This item will be returned upon departure.

C. Submit personal items for inspection (e.g., Tool Bags, Lunch Boxes, etc.). A written inventory of tools is required.

_____ 3. Contractors will be under escort at all times.

Tool Control

_____ 1. Contractors/Subcontractors are responsible for all tools, equipment and materials brought onto facility property.

_____ 2. All loose tools and equipment **MUST** be secured within a locked vehicle or assigned storage area.

A. All hand tools **MUST** be stored outside the security area overnight.

_____ 3. Construction materials and equipment may be stored at the facility site in a designated secure area only.

A. The NDOC Facility Supervisor will advise contractors/subcontractors of the designated area(s).

B. Construction huts/Buildings outside the perimeter **MUST** be a minimum of 100 feet away from fence.

C. Equipment on the inside of the perimeter fence **MUST** be a minimum of 50 feet away from fence.

D. Placement of "Job Boxes" will be determined by the NDOC Facility Supervisor.

_____ 4. All Power Tools will be inventoried in and out each day.

- _____ 5. Contractors/Subcontractors are responsible for ensuring all storage areas are secured prior to departing from the facility.
- _____ 6. Items that are lost or turn up missing will be reported immediately to the Associate Warden(s) of Operations (AWO) or shift command.
- _____ 7. Contractors should maintain a clean and orderly workplace at all times and remove all refuse daily.
- _____ 8. Work schedules will be established and NDOC (Warden at institution or Camp Lt.) must be notified 48 hours in advance of any change.

In signing this form, I have read and understand the security rules and regulations that have been brought to my attention. I understand that should I break any of these rules I may be escorted off prison property, banned from prison property or prosecuted under NRS 209.417, 212.100, 212.140, 212.150, 212.160, 212.165, 212.170, & NRS 212.187.

Vendor (Employee) Signature Date

Printed Vendor (Employee) Name

Company Phone Number

Company Fax Number

This form must be accompanied by Contractor Background Clearance Application (DOC 560) and PREA Contractor and Volunteer Questionnaire Form (DOC 052) and mailed to:
 NDOC Northern Administration
 Contractor/Vendors
 P.O. Box 7011
 Carson City, NV 89702