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 to work. As such safety and security are our primary responsibility. It is the responsibility of each and every contractor/subcontractor to adhere to every facilities 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 the rules. 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 institutional 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 yearly to ensure the NDOC and the contractor; both have the most up to date information.

A.1. 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, shall 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 the State Correctional property (this includes inside the fence line as well as outside the fence line) include but are not limited to:

A. All Tobacco Products
B. All Narcotics, Drugs, Alcohol, Firearms, explosives or Other Weapons.
C. Telecommunication devices. (Cell phones, PDA's., MP3 players, ect…)
D. Cameras are not allowed without prior written permission from the Warden of the facility.
E.. Metal or Glass objects (Eating utensils, bottles, ect.)
F. Do not bring valuables onto institutional property. (These items must be locked in your vehicle outside)

_____ 5. Laptop computers will only be allowed upon written permission from the Director of NDOC, the Warden, or the Associate Warden(s) approvals are on a per visit basis.

A. NDOC Form 003 or Form 006 must be filled out and 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 (i.e. multiple key rings.)

_____ 7. Any unauthorized items will be secured in the contractors 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 institution 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 institution 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 prison property.

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

Access to and From Institution Property

_____ 1. **All Blue Clothing (Blue Jeans, Blue Shirts. Blue Shorts) are strictly prohibited.**

_____ 2. All contractors will:

A. Sign in and out at the Gatehouse

B. Show and surrender their picture identification (Drivers License, or ID Card) to the Gatehouse Officer, these will be returned upon departure.

C. Submit personal items for inspection. (Tool bags, lunch boxes, ect.)

C.1 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 material brought onto institutional 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 material and equipment may be stored on the site in a designated secure area only.

A. The facility supervisor will advise contractors/ subcontractors of the designated site(s).

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

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

D. Placement of "Job boxes" will be determined by 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 institution.

_____ 6. Items that are lost or turn up missing will be reported to the (AWO) Associate Warden(s) of Operations or shift command immediately.

_____ 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 Lt. at the Camps) must be notified 48 hours in advance of any change.

Prison Rape Elimination Act

42 U.S.C. § 15601, *et seq.* and 28 C.F.R

PREA Questionnaire

The Department of Corrections has a Zero Tolerance policy for any form of sexual misconduct to include staff/contractor/or volunteer on inmate or inmate on inmate sexual harassment, sexual assault, sexual abusive contact and consensual sex. Any staff member/contractor/volunteer who engages in, fails to report, or knowingly condones sexual harassment or sexual contact with or between inmates shall be subject to disciplinary action and may be subject to criminal prosecution. The Department shall take a proactive approach regarding the prevention, detection, response and punishment of any type of sexual contact.

1. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution, or have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse, or have you been civilly or administratively adjudicated to have engaged in the activity described in any part of this question?

   YES ☐ NO ☐

2. Have you been adjudicated as having engaged in any type of inmate Sexual Harassment, which includes as a staff member, volunteer, contractor, or as any type of service provider coming in contact with an inmate in the facilities mentioned in question 1? Sexual Harassment includes but is not limited to:

- Repeated verbal comments of a sexual nature to an inmate; or
- Demeaning references to gender; or
- Derogatory comments about body or clothing; or
- Repeated profane or obscene language or gestures

  YES ☐ NO ☐
- If Sexual abuse or harassment is witnessed it must be reported to the Warden immediately.

3. **Will you in the course of your work have 20 or more hours per month of direct contact with the inmates?**

   YES ☐ NO ☐

Subject to Federal, State and/or local laws applicants having direct contact with inmates may also need to complete and pass a fingerprint based FBI criminal background check and depending of amount of direct contact with inmates two to four hours of PREA training.

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 form DOC 560 or DOC 1021 and mailed to:
NDOC Contracts
PO Box 7011
Carson City, NV. 89701