



Nevada Department of Corrections Security Regulations Acknowledgement

Company: _____

Employee name (printed): _____

All outside contractors and subcontractors 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 contractor and 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 & 212.188.

All contract employees must read and **initial every item** and **sign at the bottom** to indicate you understand and will follow these regulations. This form is required and must be completed before a background check will be processed.

General Rules

- _____ 1. Background checks will be completed before access to any Nevada Department of Corrections (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 Deputy Director of Operations and facility Warden.
- _____ 2. Any contractor who finds they know an inmate incarcerated at the facility they are working at must immediately report this information to the facility Warden and Northern Administration, Contracts Division so it can be documented.
 - A. Access to the facility, if an inmate is known, will be Approved/Denied by the Warden.
- _____ 3. Contractors will not communicate fraternize or talk 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 facility;
 - D. Metal or Glass Objects (e.g., Eating Utensils, Bottles, etc.); and
 - E. Do not bring valuables onto the facility 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 before bringing any telecommunications or computer items into any correctional facility.
- _____ 6. Non-essential keys should not be brought into the facility (e.g., multiple keyrings.)
- _____ 7. Any unauthorized items will be secured in the contractor's vehicle at all times.

Vehicles

- _____ 1. All contractor vehicles entering and leaving the facility 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 the employee parking lot (in front of the gatehouse)
- _____ 4. All vehicles will remain locked when unattended.
- _____ 5. Keys will remain with the 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 the 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.).
 - D. A written inventory of tools is required.
- _____ 3. Contractors will be under escort at all times.

Tool Control

- _____ 1. Contractors and 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 the fence.
 - C.Equipment on the inside of the perimeter fence MUST be a minimum of 50 feet away from the fence.
 - D.The 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 and subcontractors are responsible for ensuring all storage areas are secured before 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 the facility or Camp Lt.) must be notified 48 hours in advance of any change.

In signing this form, I have read and understood 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 212.188.

Vendor (Employee) Signature	Printed Vendor (Employee) Name	Date:

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