

Contractor

Safety / Security

Please note: If you will be directly working with or supervising offenders this will not satisfy training requirements. You **must** take the class given at the institution.

If you are performing hot work, require confined space access or need to access the roof, you must coordinate with the Safety Officer before work can commence. 319-372-5432 ext. 41828

Read the materials carefully and call the numbers provided with any specific questions you may have.

Tool Control - It is imperative that all tools are accounted for coming into and leaving the facility. An inventory form has been provided to you and you are expected to turn it in upon arrival to be reconciled upon exit.

If at any time you lose or misplace a tool, tell security immediately. Failure to do so may result in exclusion from future entrance.

Entrance - You are subject to the same entrance procedures as all other guests. This means you are not allowed to bring in personal items of any kind. This includes phones, weapons, tobacco products, drugs, alcohol, or any other unnecessary items. If a lunch is required you must bring that in a small clear container that is subject to search. You are not allowed on site if it is suspected that you are under the influence of intoxicants. If you have a medical condition that requires you to bring medication, please inform the escorting officer.

Offender Contact— Offenders may attempt to communicate with you, you may be cordial. However do not give the offender any items such as food or tools or provide them information on the task you are there to do, do not engage in any type of exchange, do not perform favors of any kind for offenders. Offenders may try to manipulate you to do these things. If they ask you to do anything like this or other favors, you must report the behavior immediately to the security escort or other ISP staff member.

If you see any type of altercation, do not attempt to intervene. Notify a staff member immediately. However, in the event that you are unable to stay uninvolved and must defend your self, Iowa Code does allow for reasonable force to be used to defend yourself.

Emergencies— In the event of an alarm or other emergency, you must follow staff directives. There are designated shelter locations in the event of inclement weather and emergency exits are marked.

Contractor

Date

Witness

Date