

HANDLING OF INVESTIGATION-DERIVED WASTE

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1.0 Purpose

Management of investigation-derived waste (IDW) minimizes the potential for the spread of hazardous waste on site or off site through investigation activities. The purpose of this Standard Operating Procedure (SOP) is to provide instructions for the proper management of contaminated materials derived from field investigations.

2.0 Scope

The procedures outlined are to be followed by all personnel who participate in site activities in areas where IDW is generated.

Materials that are known or suspected to be contaminated with hazardous substances through the actions of sample collection or personnel and equipment decontamination were said to be investigation-derived wastes. These wastes include decontamination solutions, disposable equipment, drill cuttings and fluids, and groundwater monitoring well development and purge waters. To the extent possible, the Site Manager will attempt to minimize the generation of these wastes through careful design of decontamination schemes and groundwater sampling programs. Testing conducted on soil and water investigation-derived wastes will show if they were also hazardous wastes as defined by RCRA. This will determine the proper handling and ultimate disposal requirements.

The criteria for designating a substance as a hazardous waste, according to RCRA, is provided in 40 CFR 261.3 if investigation-derived wastes meet these criteria, RCRA requirements must be followed for packaging, labeling, transporting, storing and record keeping as described in 40 CFR 262.34. Those wastes judged to potentially meet the criteria for hazardous wastes, shall be stored in Department of Transportation-approved, 55-gallon steel drums.

Wastes that can be shown not to be RCRA-designated hazardous wastes may be handled and disposed on site or off site to municipal wastewater and/or solid waste systems at the direction of the EPA RPM. Investigation-derived waste is assumed to be RCRA-designated hazardous waste unless analytical evidence indicates otherwise.

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INVESTIGATION-DERIVED WASTE****3.0 Investigation-Derived Waste Management**

Procedures that minimize the potential for the spread of hazardous waste include minimizing the volume of waste generated, waste segregation, appropriate storage, and disposal, according to RCRA requirements.

Waste Minimization

Within the absolute constraints demanded by worker health and safety and project quality assurance/quality control, the generation of investigation-derived wastes is to be limited. In the development of the investigation work plan, each aspect of the investigation is to be reviewed to identify areas where excess waste generation can be eliminated. General procedures that will eliminate waste include avoidance of unnecessary exposure of materials to hazardous waste, and coordination of sampling schedules to avoid repetitious purging of wells and use of sampling equipment.

Waste Segregation

Waste storage and handling procedures to be used depend on the type of generated waste. For this reason, investigation-derived hazardous wastes described below are segregated into separate, 55-gallon storage drums. Waste materials that are known to be free of hazardous waste contamination (such as broken sample bottles or equipment containers and wrappings), must be collected separately for disposal to municipal systems. Large plastic garbage or lawn and leaf bags are useful for collecting this trash.

Decontamination Solutions

Decontamination solutions are generated from washing and rinsing of personal protective equipment (PPE) and sampling equipment. Solutions considered investigation-derived wastes range from detergents, organic solvents, and acids used to decontaminate small hand samplers to steam cleaning rinsate used to wash drill rigs and other large equipment. These solutions are to be stored in 55-gallon drums with bolt-sealed lids.

Soil Cuttings and Drilling Mud

Soil cuttings are solid to semisolid soils generated during trenching activities, drilling for the collection of subsurface soil samples, or the installation of monitoring wells. Depending on the type of drilling, drilling fluids known as "muds" may be used to remove soil cuttings. Drilling fluids flushed from boreholes must be directed into a settling section of a mud pit. This allows reuse of the decanted fluids after removal of the settled sediments. Drill cuttings, whether generated with or without drilling fluids, are to be removed with a flat-bottomed shovel and stored in 55-gallon drums with bolt-sealed lids.

Well Development and Purge Water

Well development and purge waters consists of groundwater removed from monitoring wells to repair damage to the aquifer following well installation, obtain characteristic aquifer groundwater samples, or measure aquifer hydraulic properties. The volume of groundwater to be generated will determine the appropriate storage procedure. These activities can generate significant volumes of groundwater depending on the well yield and the duration of the test or activity. Use of drums or large-volume, portable tanks such "Baker Tanks" should be considered for temporary storage of purge water.

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INVESTIGATION-DERIVED WASTE****Disposable Equipment**

Disposable equipment includes used personal protective equipment such as Tyvek coveralls, gloves, booties and APR cartridges, and some inexpensive sampling equipment such as trowels or disposable bailers. This equipment is assumed to be contaminated if it was used at a hazardous waste site because it is impractical to submit these items for analysis. These materials should be stored on site in 55-gallon drums, pending final disposal.

Waste Storage

The wastes that accumulate through investigations must be stored on site prior to disposal. An on-site waste staging area should be designated to provide secure and controlled storage for the drums. Per RCRA requirements, storage cannot exceed 90 days for materials presumed or shown to be RCRA-designated hazardous wastes. Waste that is known not to be RCRA-designated, should be promptly disposed to municipal waste systems.

Storage Containers

Containers shall be DOT-approved (DOT 17H 18/16GA OH unlined), open top, steel drums. The lids should lift completely off the drum, and be secured by a bolt ring. Enough drums should be ordered to store all anticipated waste, including extra drums for solid waste and decontamination water. Solid and liquid wastes are not to be mixed in the drums.

Pallets are often required to allow transport of filled drums to the staging area with a forklift. Normal pallets are 3' x 4' and will hold two to three, 55-gallon drums, depending on the filled weight. If pallets are required for drum transport or storage, Parametrix field personnel are responsible for ensuring that the empty drums are placed on pallets before they are filled and that the lids are sealed on the drums with the bolt tighten ring after the drums are filled. Because the weight of one drum can exceed 500 pounds, under no circumstances should Parametrix personnel attempt to move the drums by hand. In addition, Parametrix personnel should not operate forklifts as part of their regular field activities. Removal of drums to the staging area is normally the responsibility of the client, unless other arrangements have been made.

Drum Labeling

Each drum that is used will be assigned a unique number that will remain with that drum for the life of the drum. This number will be written in permanent marker on the drum itself. Do not label drum lids. Drum labels shall contain the following information:

- Waste accumulation start date.
- Well number or boring number, if applicable.
- Drum number.
- Contents matrix (soil, water, slurry, etc.).

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- Generation location.
- Project name.

4.0 Waste Disposal

Responsibility for the final disposal of investigation-derived waste will be determined before field activities are begun and shall be described in the investigation work plan. Disposal or long-term storage (over 90 days) of RCRA-designated hazardous wastes requires procedures that are beyond the scope of this SOP. The Parametrix Hazardous Waste Management Program is presented in SOP HS-005.

DECONTAMINATION

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1.0 Purpose

This Standard Operating Procedures (SOP) provides instructions for personnel and equipment decontamination that are to be followed during field operations.

2.0 Scope

Decontamination is the process of removing or neutralizing contaminants that have accumulated on personnel and/or equipment at hazardous waste sites. Decontamination is required to protect personnel from the potential effects of hazardous substances and to minimize the spread of those substances. Decontamination methods include physical removal of contaminants, detoxification, and disinfection/sterilization.

This SOP describes decontamination responsibilities and procedures to be implemented at hazardous waste sites. The procedures outlined are to be followed by all personnel who participate in site activities in areas that may contain hazardous substances. The scenarios of decontamination procedures presented here will not necessarily all be appropriate for a given site. Project procedures may be prepared as part of the Site-specific Health and Safety Plan (HSP) that focus on site-specific conditions and incorporate the appropriate procedures presented in this SOP.

This procedure applies in its entirety to all Parametrix projects unless the Corporate Health and Safety Manager (CHSO) grants a variance. Modifications to these procedures may be appropriate on a project-specific basis.

3.0 Responsibilities

There are specific responsibilities for Parametrix personnel in complying with the required decontamination procedures, depending on an individual's role within the company or on a given project. These responsibilities are outlined below:

- **Site-specific Health and Safety Officer:** The Site-specific Health and Safety Officer (SHSO) is responsible for maintaining and enforcing the project decontamination program. HSP decontamination procedures for all projects shall be reviewed and authorized by the

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CHSO. All modifications and/or changes must be noted in the field logbook, documented as HSP revisions, and initialed by all field personnel.

- **Site Manager:** The Site Manager is responsible for assuring that all site personnel become familiar with and follow the decontamination procedures described in this SOP or in the Site-specific HSP.

4.0 Personnel Decontamination Procedures

Contamination avoidance is the best way to prevent the spread of contaminants. Direct contact with contaminants should be minimized by not leaning against objects, and not kneeling or sitting on the ground; through the use of remote sample-handling and container-opening techniques, wherever appropriate; and through the use of disposable equipment, wherever appropriate.

Decontamination Program Planning

The SHSO shall research the background information on a particular site when planning decontamination procedures for the fieldwork at that site. The physical, chemical, toxicological, and pathogenic properties (if any), as well as the amounts and concentrations of each contaminant present at the site, are the determining factors in selecting the levels of protection for personnel and the extent of decontamination required. Sources of information for the characterization of hazardous waste sites include site records, state and federal agency files, and interviews with knowledgeable people. Hazardous and toxicological references, industrial process references, and manufacturers' handbooks are also good sources of information. Topography, local meteorological conditions (most probable wind direction, rainfall, etc.), and other site-specific features, are factors to consider in defining decontamination measures.

Decontamination Station Layout

When site conditions require, a dedicated area shall be established as a decontamination station. The decontamination station shall be located upwind of the Exclusion Zone. This is especially important when airborne contaminants are detected at above-background levels, or when such a potential exists. This is to prevent the airborne contamination of the Contamination Reduction Zone (CRZ) and the Support Zone. Exclusion, CRZ, and Support Zones are depicted in Figure I and defined as follows:

- **Exclusion Zone:** The zone encompassing the contaminated area that must be large enough to prevent the spread of contaminants beyond its boundaries. The extent of the Exclusion Zone will depend on:
 - Toxicity of the contaminants.
 - Physical form of the contaminants (solid, liquid, or gas).
 - Amounts and concentrations of the contaminants.
 - Fire and explosive potential of contamination.
 - Site-specific conditions such as topography and meteorology, and potential and active migration pathways to air, water, and soil.

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- **Contamination Reduction Zone (CRZ):** The area between the Exclusion and Support Zones where contamination is controlled and/or removed. A contamination reduction corridor is an area within the CRZ that is the point of entry and exit for personnel to and from the Exclusion Zone.
- **Support Area:** The Support Area is separated from the CRZ by the contamination control line (CCL). The Support Area must be free from all contamination at all times.

The boundaries of the decontamination station should be clearly visible to all field personnel. The decontamination line should be set up along a straight line to facilitate identifying each station in the decontamination process. Movements to and from the exclusion zone will only be via the decontamination corridor.

Site-specific conditions to consider when locating the decontamination station are the location(s) of field investigation activities, accessibility to site personnel, and site terrain and safety. The decontamination station should be moved if site investigation activities are moved significantly.

The SHSO will determine if gross contamination has spread beyond the Exclusion Zone if wind direction changes (when airborne contaminants are suspected), inclement weather develops, or other site-specific factors arise.

Multiple decontamination stations may be deemed necessary by the SHSO, depending on the particular project.

Decontamination equipment materials and supplies are generally selected on the basis of availability and compatibility with contaminants encountered. Other considerations include ease of equipment decontamination, disposability, and site-specific requirements. Recommended equipment for a decontamination station includes the following:

- Plastic sheeting, or other suitable materials, on which the decontamination tubs, clean equipment, and contaminated equipment can be set down.
- Long-handled, soft-bristled wire or other scrub brushes to help scrub off contaminants.
- Large plastic or steel tubs or other suitable tubs. These should be large enough for a worker to step in.
- Paper towels for drying protective clothing and equipment.
- DOT-approved drums with lids for contaminated wash and rinse solutions, for contaminated disposal items and for trash cans.
- Washcloths, soap, and towels for hand rinse.
- Pressurized spray cans for deionized/distilled water.
- Portable shower facilities for full-body wash (it needed).
- Folding chairs and tables.

- Pocket knife.
- Stakes and rope for marking the hot zone limits.
- First Aid kit.
- Decontamination solutions and detergents.
- Distilled and deionized water. Potable tap water for decontamination.

Personnel Decontamination Solutions

Personnel will generally use household soap and water. The detergents Alconox or Liquinox and water are the preferred surfactants for most decontamination procedures relating to equipment. Selection of specific solvents and decontamination solutions are to be defined in the site work plan.

The effectiveness of decontamination solutions will be continuously verified. Visual observations of discoloration, stains, and arid substances adhering to objects, are indications that the decontamination solution is not effective in removing contamination. Decontamination solutions must be replenished frequently with use, to ensure their continued effectiveness.

The quality of rinse water used in the decontamination process shall be verified. A distilled/deionized rinse is the final step in the decontamination of equipment and in removing all traces of contaminants.

Personnel Decontamination

Personnel decontamination procedures depend on the level of personal protection worn by the field crew, as required by the Site-specific Health and Safety Plan, and upon the degree of contamination the crewmembers experience. The objective of personal decontamination is to protect the health of all crewmembers and to prevent the spread of contamination from the site. Therefore, the following procedures should be extended and modified by the SHSO until all field personnel are satisfied that complete decontamination has been accomplished. In the event of an emergency, the SHSO may judge it necessary to curtail these decontamination procedures to evacuate the site or initiate First Aid.

- **Level B Decontamination:** Level B personal protection equipment (PPE) includes chemical-resistant disposable coveralls, SCBA, hardhat, steel-toe/shank boots, boot covers, and inner and outer gloves. Level B decontamination procedures also can be divided into four sublevels: (1) highly-contaminated personnel exiting the Exclusion Zone, (2) minimally-contaminated personnel exiting the Exclusion Zone, (3) highly-contaminated personnel crossing the hot line to exchange SCBA tank, and (4) minimally-contaminated personnel crossing the hot line to exchange SCBA tank. These distinctions are noted in the decontamination station descriptions below.
 - Station 1 – Segregated Equipment Drop (All Sublevels): Before crossing the hot line, personnel returning from the field must deposit all equipment and/or sample bottles in segregated areas on plastic sheeting. Highly-contaminated equipment, such as samplers and sample containers, are kept separate from minimally-contaminated and difficult-to-clean equipment, such as air monitoring equipment.

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- Station 2 – Boot Cover and Outer Glove Wash, Rinse, and Removal: Personnel must step into a washtub containing a detergent solution. Boot covers and outer gloves are scrubbed with a long-handled, soft-bristled brush. All surfaces of the boots and gloves are washed, including boot soles and duct tape used to seal covers and gloves to coverall. Boot covers, including soles and outer gloves, are rinsed with a long-handled, soft-bristled brush. Tape is removed from boot covers and outer gloves and deposited into a plastic-lined disposal drum. Boot covers, and outer gloves are removed and deposited into a plastic-lined disposal drum. A knife may be used to aid in the removal of tight-fitting boot covers.
- Station 3 – Coverall, SCBA, and Safety Boot Wash and Rinse: At this station, all exposed surfaces of PPE are washed with the detergent solution. Personnel must step into a washtub containing a detergent solution. All gear is scrubbed with a long-handled, soft-bristled brush. All surfaces of gear should be scrubbed, including boot soles, until visible contamination is removed. All exposed surfaces of PPE are rinsed to remove detergent.

Personnel must step into a washtub containing tap water. All gear is rinsed with a long-handled, soft-bristled brush. Pressure sprayers containing tap water may be used to aid in rinsing.
- Station 4 – Safety Boot, SCBA Backpack, and Chemically-Resistant Overall Removal: Boots must be removed and set on plastic sheeting. While still wearing the face-piece, the SCBA backpack is removed and set on a chair or table. The air supply hose is disconnected from the regulator valve. Chemically-resistant overalls are removed and disposed to a plastic-lined disposal drum.
- Station 5 – Inner Glove Wash and Rinse and SCBA Face Piece Removal: Inner gloves are scrubbed by rubbing hands together with a detergent solution then rinsed in tap water. The SCBA face piece is removed without touching inner gloves to face. Deposit face piece on plastic sheeting.
- Station 6 – Inner Glove Removal: Inner gloves are removed and disposed to a plastic-lined disposal drum.
- Station 7 – Field Wash/Field Shower: Hands and face are washed with hand soap, then rinsed and dried with paper towels. If highly-toxic, skin-corrosive, or skin-absorbable materials are at the site, shower entire body.
- **Level C Decontamination:** Level C personal protection includes chemical-resistant disposable coverall, APR, hardhat, steel-toe/shank boots, boot covers, and inner and outer gloves. Depending on exposure hazards, boot covers and outer gloves may not be required, and Tyvek coveralls may be substituted for chemical-resistant coveralls. Station decontamination activities include the following:
 - Station 1 – Segregated Equipment Drop: Before crossing the hot line, personnel returning from the field must deposit all equipment and/or sample bottles in segregated areas on plastic sheeting. Highly-contaminated equipment, such as samplers and sample containers, are kept separate from minimally-contaminated and difficult-to-clean equipment, such as air monitoring equipment.

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- Station 2 – Boot Covers and Outer Glove Wash, Rinse, and Removal: Personnel must step into a wash tub containing a detergent solution. Boot covers and outer gloves are scrubbed with a long-handled, soft-bristled brush. All surfaces of the boots and gloves are washed including boot soles and duct tape used to seal covers and gloves to coveralls.

Personnel must step into a washtub containing tap water. Boot covers, including bottoms and outer gloves, are rinsed with a long-handled, soft-bristled brush. Tape that seals boot covers and outer gloves is removed and deposited into a plastic-lined disposal drum. Boot covers and outer gloves are removed and deposited into a plastic-lined disposal drum. A knife may be used to aid in the removal of tight-fitting boot covers.

- Station 3 – Safety Boots and Coveralls Wash, Rinse, and Removal: Personnel must step into a wash tub containing a detergent solution. Boots are scrubbed with a long-handled, soft-bristled brush. If leather safety boots are worn, the soles are scrubbed and the upper surfaces are wiped with a paper towel dipped in detergent solution. If waterproof coveralls are worn, they are scrubbed also. All surfaces of gear, including boot soles, are scrubbed until visible contamination is removed.

Personnel must step into a washtub containing a tap water. Boots and coveralls are rinsed with a long-handled, soft-bristled brush. Boots are removed and set on plastic sheeting. Coveralls are removed and disposed to a plastic-lined disposal drum.

- Station 4 – Inner Glove Wash and Rinse: Inner gloves are scrubbed by rubbing hands together with a detergent solution. Finish with a rinse in tap water.
- Station 5 – APR and Inner Glove Removal: The APR is removed without touching inner gloves to face, and then deposited on plastic sheeting. Inner gloves are removed and disposed to a plastic-lined disposal drum.

- **Level D Decontamination:** Level D is the lowest level of personal protection and is worn when exposure to contaminants is not expected. Level D personal protection includes hardhat and steel-toe/shank leather boots. Depending on the anticipated activities, Level D may also include Tyvek coveralls and gloves. Station decontamination activities include the following:

- Station 1 – Segregated Equipment Drop: Personnel returning from the field must deposit all equipment and/or sample bottles in segregated areas on plastic sheeting. Highly-contaminated equipment, such as samplers and sample containers, are kept separate from minimally-contaminated and difficult-to-clean equipment, such as air-monitoring meters.
- Station 2 – Safety Boot Wash, Rinse, and Removal: Boot soles must be scrubbed with a long-handled, soft-bristled brush. All surfaces of gear, including boot soles, must be scrubbed until visible contamination is removed. Boot soles are rinsed with tap water using a long-handled, soft-bristled brush. Boots are removed and set on plastic sheeting.

- Station 3 – Coveralls Removal (if needed): If worn, remove coveralls and dispose to a plastic-lined disposal drum.
- Station 4 – Glove Wash, Rinse, and Removal (if needed): If worn, inner gloves are scrubbed by rubbing hands together with a detergent solution. Finish with a rinse in tap water. Gloves are removed and disposed to a plastic-lined disposal drum.

Priorities for Worker Decontamination

The following members of the work team returning from the Exclusion Zone shall have priority over others when being decontaminated.

- A worker who is in need of First Aid, or is in physical discomfort.
- A worker who is low on air or whose SCBA is malfunctioning.
- A worker who has been highly contaminated.
- A worker who did the major part of physical activity required on site.

It is the responsibility of the SHSO to decide which workers receive priority.

Emergency Decontamination

In an emergency, the primary concern shall be to prevent the loss of life or severe injury to personnel. If immediate administration of medical treatment is required to prevent further deterioration of health, then decontamination may be eliminated, modified, or performed later when the condition has stabilized. The SHSO and the team leader must weigh the consequences of delaying, modifying, or eliminating decontamination against the consequences of delaying treatment, before making a decision on a case-by-case basis.

First Aid equipment shall be readily available in the Support Area and, as specified in the Site-specific HSP. At least one response team member shall be trained in First Aid and CPR.

Arrangements shall be made to advise medical personnel on the nature of contaminants to which the patient was exposed and the extent of decontamination. In some cases, the SHSO will need to contact nearby emergency response medical facilities in advance to alert them of the possibility of a problem. This will help the medical facility to prepare for the specific sort of health care that may be required in an emergency.

Cold Weather Decontamination

In freezing temperatures, a small quantity of ethanol can be added to the washtubs containing decontamination and tap water to prevent freezing. Deionized water and distilled water containers shall be kept warm in the heated van or car for use when needed. Orchard sprayers shall also be kept in a warm place when not in use.

5.0 Decontamination of Equipment

Protection of Monitoring Instruments

All equipment and monitoring instruments shall be protected from contamination while in use by wrapping them in clean plastic bags and sealing them with tape.

Heavy Equipment

Heavy equipment like bulldozers, trucks and drilling equipment are difficult to decontaminate. Decontamination shall consist of either steam cleaning or washing with suitable detergent solutions and then water under high pressure. Decontamination equipment that may be needed include long-handled brushes, pressurized sprayers, curtains and enclosures to contain splashes from pressurized sprayers, and wire brushes. A decontamination pad lined with heavy-duty plastic sheeting may be needed for the decontamination of heavy equipment.

Tools/Sampling Equipment

Disposable tools shall be used wherever possible. Typically, decontamination of tools will include brushing with decontamination solution followed by tap water. This procedure shall be followed by spraying with distilled water and then deionized water. The tools shall be segregated and wrapped in clean plastic bags and taped securely.

Decontamination of sampling equipment such as split spoons, stainless steel buckets, and filtration transfer vessels shall be in accordance with the following steps:

- Set up clean tubs or buckets to collect wash and rinse solutions.
- Scrub item with Alconox or Liquinox and water until visually clean. Use Liquinox when phosphate is an analytical parameter.
- Rinse with tap water.
- Rinse with distilled or deionized water, the variety that can be found in any grocery store. A garden sprayer or squirt bottles may be used.

6.0 Level of Protection for Decontamination Team

Decontamination workers who initially come into contact with personnel and equipment returning from the Exclusion Zone shall be required to wear the same level of protection as the returning team, or one level lower. The level of protection for decontamination workers can be progressively decreased, without compromising worker safety, the further away the stations are located from the hot line. The SHSO shall determine the level of protection required for the decontamination team.

7.0 Investigation-Derived Waste

SOP HS-006 contains more detail on disposal of decontamination solutions and other decontaminated items such as paper towels and Tyvek. Typically, the wash tubs containing decontamination solution and

rinse water shall be emptied into DOT-approved drums. The wash tubs shall be sprayed with decontamination solution and tap water, and then also emptied into the drums. All solid waste shall be double-bagged and disposed of in drums. The drums shall be securely fastened and labeled as "decontamination water" or "solid waste." Include the name of the site, the date, the company name, and the level of fullness.

HEAT STRESS

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1.0 Purpose

This Standard Operating Procedure (SOP) establishes guidelines to protect all employees from the effects of heat stress (hyperthermia) when working in hot environments.

2.0 Scope

Adverse climatic conditions are important considerations in planning and conducting site operations. High ambient temperature can result in health effects ranging from transient heat fatigue, physical discomfort, reduced efficiency, personal injury, increased accident probability, and the like, to serious illness or death. Heat stress is of particular concern when chemical protective garments are worn, since these garments prevent evaporative body cooling. Wearing personal protective equipment (PPE) puts a worker at considerable risk of developing heat stress.

Heat stress is caused by a number of interacting factors, including environmental conditions, clothing, workload, and the individual characteristics of the worker. Because heat stress is probably one of the most common (and potentially serious) illnesses at sites, regular monitoring and other preventive precautions are vital.

Note

Chemical protective clothing is defined as, but not limited to:

- Uncoated Tyvek coveralls.
- Polyethylene-coated Tyvek coveralls.
- Saranex-coated Tyvek coveralls.
- Medium-weight polyvinyl chloride (PVC) coveralls.
- Sigel suits (heavyweight PVC) and fully-encapsulating suits.

3.0 Responsibilities

The responsibilities of various personnel on the project site for monitoring and responding to various types of heat stress are provided below:

- **Site-specific Health and Safety Officer:** The Site-specific Health and Safety Officer (SHSO) is responsible for initial on-site coordination of the heat stress policy. The SHSO establishes work/rest regimens from the Wet Bulb Globe Thermometer (WBGT) readings and conducts physiological monitoring when on site.
- **Project Manager:** The Project Manager is responsible for field implementation of the heat stress policy. This includes assurance that all personnel on site comply with the policy. The Project Manager shall be responsible for establishing and monitoring safe work practices. He/she will ensure that all personnel potentially exposed to heat have proper training and that the on-site Project Supervisor implements the program in his/her absence.
- **Project Supervisor:** The Project Supervisor is responsible for ensuring that work crews comply with all site requirements, including the heat stress policy. In the absence of the Site-specific Health and Safety Officer, the Project Supervisor is also responsible for physiological monitoring.
- **Team Member:** Team Members are responsible for understanding and complying with all site requirements, including the heat stress policy. Team members shall also observe their fellow workers for signs of heat stress.

Project Managers, Project Supervisors, and SSHOs will plan for heat by providing shaded break areas, time for acclimatization, and plenty of palatable beverages for personnel.

4.0 Procedures

Recommended Guidelines

Note that the guidelines discussed in this section are intended to be used only as a means of establishing an initial work/rest regimen. The Site-specific Health and Safety Officer is responsible for evaluating the conditions at a specific operation and making final determinations of the work/rest regimen. Physiological monitoring, as discussed in the following section, will be used to establish more stringent regimens.

Standard guidelines for physiological monitoring of specific types of project personnel are provided below:

- **Unacclimatized Workers:** The total heat exposure to unacclimatized workers not wearing protective clothing shall not exceed the guidelines given in Figure 1 (located at the end of this SOP). Note that it generally takes an employee 7 to 10 days to become acclimated to heat.
- **Acclimatized Workers:** The total heat exposure to acclimatized healthy workers not wearing protective clothing shall not exceed the guidelines given in Figure 2 (located at the end of this SOP).

- **Workers Not Wearing Chemical-protective Clothing:** The guidelines shown in Figures 1 and 2 are for workers who are not wearing chemical-protective clothing. In the event workers are wearing chemical-protective clothing, the guidelines in Figures 1 and 2 should be changed to 4°F. In other words, add 4°F to the WBGT reading and use this adjusted WBGT in Figures 1 and 2. The metabolic heat rate shall be estimated using Table 1 (located at the end of this SOP).

Physiological Monitoring

For operations at which workers are wearing chemical-protective clothing, physiological monitoring is necessary when the ambient temperature exceeds 78°F (25.5°C).

After the initial work/rest regimen is established, it is necessary to perform physiological monitoring to determine if the established work/rest regime should be adjusted. The following guidelines shall be used to adjust the regimen:

- **Baseline Information:** Determine a baseline heart rate and oral temperature for each employee prior to on-site activities by counting the radial pulse and using a clinical thermometer to measure oral temperature.
- **Increasing Work Rate:** If a worker's heart rate and oral temperature do not increase, or only increase slightly (10 percent or less for the heart rate and 0.5° or less for the oral temperature) from the baseline readings after the first work cycle, the work period (according to the established work/rest regimen) can be increased by 20 percent.

The worker shall be monitored closely after the next work cycle period, and if there are still no significant increases in heart rate and oral temperature, the work period can be increased by an additional 10 percent, and the rest period remains the same.

Increases in the work period can be made throughout the shift if there are no significant increases in the physiological monitoring indices.

Note that the increases to the work period are made based on the work/rest regimen established from WBGT readings. These WBGT readings will change throughout the day as the temperature rises or falls.

- **Decreasing Work Rate**
 - Pulse:
 - Count the radial pulse as early as possible in the rest period.
 - If a worker's heart rate exceeds 110 beats per minute immediately after a work period, shorten the next work cycle by 30 percent and keep the rest period the same.

- If the heart rate still exceeds the 110 beats per minute after the next work period, shorten the following work cycle by 30 percent.
- Continue to shorten the employee's work cycle until the heartbeat is below 110 beats per minute.
- Temperature:
 - Use a clinical thermometer or similar device to measure the oral temperature at the end of a work period (before drinking).
 - If the oral temperature exceeds 99.6°F (37.6°C), shorten the next work cycle by 30 percent without changing the rest period.
- If the oral temperature still exceeds 99.6°F at the beginning of the next rest period, shorten the following work cycle by 30 percent.
- Do not permit a worker to return to a work area when the worker's oral temperature exceeds 100.6°F (38.1°C).

Prevention

Establish a work/rest regimen according to the guidelines presented in this policy.

Adequate liquids must be provided to replace lost body fluids. Employees must replace water and salt lost from sweating. Employees must be encouraged to drink more than the amount required to satisfy thirst. Thirst satisfaction is not an accurate indicator of adequate salt and fluid replacement.

Replacement fluids can be a commercial mix, such as Gatorade or similar, or a combination of these with fresh water.

The replacement fluid temperature should be kept cool.

Cooling devices, such as vortex tubes or cooling vests, can be worn beneath protective garments. If cooling is worn, only physiological monitoring will be used to determine work activity.

All breaks are to be taken in a cool, shaded rest area.

Employees shall open or remove chemical-protective garments during rest periods.

Employees shall not be assigned other tasks during rest periods.

All employees shall be informed of the importance of adequate rest and proper diet in the prevention of heat stress.

Employees shall be informed of the harmful effects of excessive alcohol consumption in the prevention of heat stress.

Training

Those personnel (including contractor employees) potentially exposed to heat stress conditions shall receive the following training:

- **Parametrix Employees**
 - Sources of heat stress, the influence of protective clothing, and the importance of acclimatization.
 - How the body handles heat.
 - Heat-related illnesses.
 - Preventive/corrective measures.
 - First Aid procedures.
- **Parametrix Supervisors**
 - Measurement methods and calculation of WBOT and physiological monitoring.

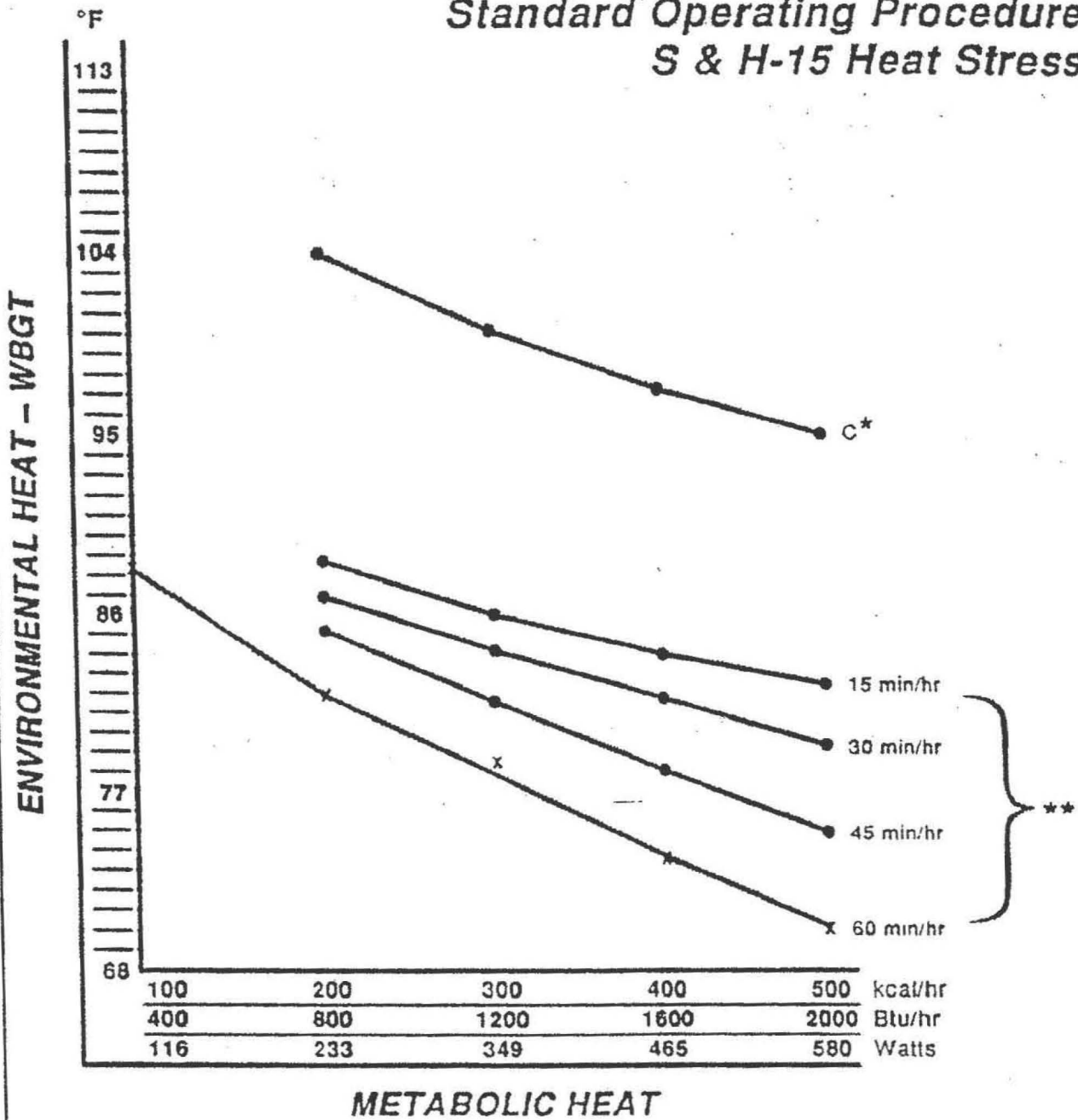
5.0 References

Threshold Limit Values and Biological Exposure indices for 1985/1986. American Conference of Governmental Industrial Hygienists.

Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities. NIOSH/OSHA/USCG/EPA, Health and Human Services, Public Health Service, Center for Disease Control, NIOSH.

Criteria for a Recommended Standard, Occupational Exposure to Hot Environments, Revised Criteria 1986, U.S. Department of Health and Human Services, Public Health Service, Center for Disease Control, NIOSH.

Standard Operating Procedure S & H-15 Heat Stress



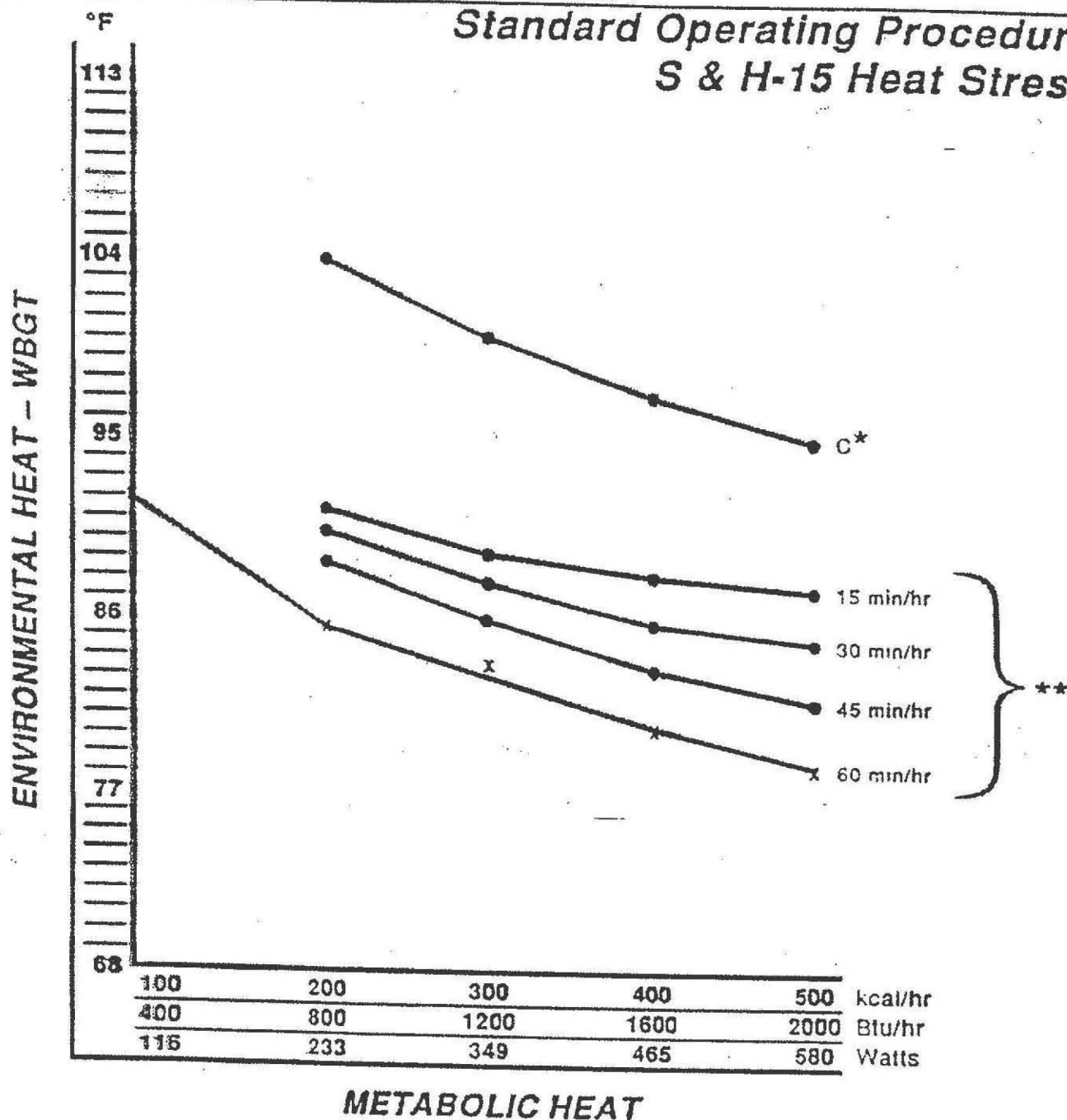
Recommended Heat Stress Guidelines for Unacclimated Workers in Hot Environments

* C = Ceiling Limit – No work should be performed without body cooling provided

** Work-Rest Regimen – Minutes worked per hour

Figure 1: Recommended Heat Stress Guidelines for Unacclimatized Workers.

Standard Operating Procedure S & H-15 Heat Stress



Recommended Heat Stress Guidelines for Acclimated Workers in Hot Environments

- * C - Ceiling Limit - No work should be performed without body cooling provided
- ** Work-Rest Regimen - Minutes worked per hour

Figure 2: Recommended Heat Stress Guidelines for Acclimatized Workers.

Table 1. Assessment of Employee Work Load in Hot Environments

Body Position and Movement	kcal per hour	
Sitting	18	
Standing	36	
Walking	120-180	
Walking Uphill	Add 48 per meter rise	

Type of Work	Average kcal per minute	Range kcal per hour
Hand Work		
• Light	24	12-72
• Heavy	54	
Work One Arm		
• Light	60	42-150
• Heavy	108	
Work Both Arms		
• Light	90	60-210
• Heavy	150	
Work Whole Body		
• Light	210	150-540
• Moderate	300	
• Heavy	420	
• Very Heavy	540	
Basal Metabolism	60	

Sample Calculation	Average kcal per minute
Assembling Work with Heavy Hand Tools	
• Standing	36
• Two-Arm Work	210
• Basal Metabolism	60
Total:	306 kcal per hour

Standard Operating Procedures

D

Washington State Penitentiary Security & Tool Policies

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**Department of Corrections
Washington State Penitentiary**

Memorandum

RE: Clearance Procedure.

To Whom It May Concern:

The following pages describe the clearance process; as well as address a few questions that have come up regarding clearance procedures, acknowledgment forms, badging, denials, etc.

Attached you should find:

- Contractor Orientation Packet
- Packet acknowledgment form **(required)**
- Application form **(required)**
- Search Policy
- Search acknowledgment form **(required)**
- Wireless device policy
- Wireless device clearance request form **(optional)**

Please ensure your staff receive the entire packet and return the acknowledgement forms with the application. Please ensure they read the orientation and policies carefully before arrival to the institution.

If you have any further questions, feel free to call or e-mail me.

Thank you,

Christina Lane, Project Secretary
WSP – Capital Projects
1313 N. 13th Ave. MS # 8
Walla Walla WA. 99362
Ph: 509-526-6540 Fx: 509-526-6529
E-mail: cmlane@doc1.wa.gov



Department Of Corrections
Washington State Penitentiary

Washington State Penitentiary (WSP) Contractor Orientation Packet

Clearance Application

All individuals wishing to enter institutional grounds must be 18 years of age or older and must submit a clearance application with the required acknowledgement forms. The National Crime Information Center (NCIC), Washington State Crime Information Center (WACIC), and the Washington State Information System (WASIS), are used to check for criminal history, active warrants, etc. The Public Access System (PAS) will be used to check for affiliation with an offender incarcerated in the state of Washington. Allow one to two weeks for processing. (Subject to RFP/spec. book) Please insure accuracy and legibility.

Application approvals expire after 90 days. If you have not received a construction badge within that time frame, you will need to resubmit the clearance so the background checks can be done again.

Once clearance is approved, a memo is generated requesting access on a specific date and time. If there are changes made for a particular date, a new memo will need to be submitted for approval. Please allow at least 24 hours for this process.

Random background checks may be repeated on any badged employee/contractors. Any new information on the background check, such as a recent arrest, could result in denial of access. Please be truthful and accurate in the application. If there are false statements on the form, the contractors may be denied. The applicant must sign the forms prior to sending it in.

Authorization and Denials

Authorization to be on site is given after the background check has been completed. When you know your schedule, notify your general contractor and/or the Capital Project Secretary, one to two days prior to arrival.

Be specific about the following:

- Date and time of the visit with the name and company of the person(s) coming in
- Project Name
- Location of access
- Duration (Guest badges are for short duration visits, a week or less) Guest badges can be issued at any time each day. Construction badges are done at 7:00 am, Monday through Friday.

The Captain may deny a clearance or access to the facility based on some of the following reasons:

- Conviction of a felony
- Conviction of a gross misdemeanor (depending on what, how long ago and how many offences)
- On probation or community supervision
- Current warrant for arrest (including a missed traffic court date)
- Having been an offenders visitor or on an offenders visitor list
- A pattern of disregard for the law (e.g., repeated DUI's)
- Providing false information on the clearance form

If you have been denied, you may submit an appeal. Applicants are responsible for their own appeals. Appeals can be done as follows:

- If you choose to, you may obtain a copy of your record through the Washington State Patrol. This will enable you to work with the courts to fulfill any outstanding obligations, have discrepancies corrected, etc. Once these issues have been resolved, you may resubmit.
- If you wish to appeal mail or fax a letter to the Washington State Penitentiary, Addressed "to whom it may concern" and send it to the attention of the Capital Project Secretary. [Christina Lane] Your letter should state why you feel your application should be reconsidered. You can take this opportunity to explain the circumstances of any passed arrests you may have. Your letter will be put with your clearance packet and sent to the Associate Superintendent for review.
- If the Associate Superintendent approves access then the applicant will be notified. If the Associate Superintendent denies access then the entire packet will be sent to the Superintendent for review. The Superintendent's decision is final.

Note: Per policy: WSP OM 280.205, II, D. "Anyone requesting clarification of their criminal history will be referred to the original arresting agency. WSP shall not disseminate information to anyone other than authorized personnel".

WSP Contractor I.D. Badge

Obtaining a WSP contractor I.D. badge (Pink) will take place Monday through Friday at 7 a.m. (Except during holidays) Badging must be scheduled two days, or more, in advance. The 7:00 a.m. time frame is firm and late arrivals will need to reschedule through their general contractor. A current driver's license or a current state photo I.D. will be required at the time of arrival. All personal property can be secured in your vehicle or stored in institution lock boxes.

After a construction badge has been issued, notification still has to be given for site visits, meetings, print reviews, etc., as an escort will need to be provided. Please notify us in advance.

Security Issues

There are dangers involved while working at a Penitentiary and the State of Washington is required to use ordinary care to keep the premises reasonably safe during the contractor's visit. In the case of a hostage situation WSP will recognize each visitor, contractor, volunteer and/or vender involved as a hostage and will follow authorized procedures to attempt a successful resolution. As a hostage, you would receive no authority to negotiate or issue orders.

Contraband

Please ensure that your vehicle, as well as your person, is free from contraband. You may lock up personal items in the lock boxes

Do not bring in the following:

- Weapons (knives guns, ammunition [including empty shells], defense sprays, etc)
- Drugs (other than what are prescribed and then in daily quantities only)
- Glass, metal and tin containers
- Wireless devices (cell phones, laptops, cameras, etc)
- Keys, credit cards, checkbooks
- Tobacco

Only the following items can be brought into the secured perimeters:

- Currency/coin under \$20
- Comb
- Briefcase/portfolio (Subject to search)
- Reading glasses
- Pens
- Jewelry
- Prescription medication (only enough for up to an 11 hour day)

The institution will not be liable for any loss of or damage to personal items.

DOC 190.500 "In an effort to provide a safe, healthy and productive environment for employees, offenders and visitors, the use of tobacco products is prohibited within the perimeter of Prison facilities." Chewing tobacco is permitted providing it is not spit out on the grounds or provided to an offender. Smoking areas have been provided.

Wireless Device Policy (Please read the attached policy WSP 400.030)

If your job cannot be accomplished without the use of a wireless device in the field with you, you can submit a "Wireless Device Security Exemption Request" to the Capital Project Secretary one to two weeks prior to arrival. Cell phones and other wireless devices are considered to be contraband and, as such, are not permitted on the facilities grounds. Electronic devices can and have created security issues, therefore we need to be aware of how many come on the grounds,

where they are going and what they will be used for. Personal phones, PDA, etc. are expected to be secured in vehicles and used during non-working time frames.

Please insure accuracy and legibility and ensure the justification section must be filled out in detail

Dress Standards

General Guidelines:

The Washington State Penitentiary strives to ensure that the attire and personal appearance of all staff, contractors, volunteers and vendors is to be professional and appropriate for their job duties.

Tattoos that depict violence, gang affiliation or could be construed as sexual in nature must be covered.

Prohibited Clothing:

- Orange tee shirts or orange vests
- Clothing that refers to obscenity, alcohol, drugs, prisons, gangs or sex
- Items with holes, rips, tears or drawstrings
- Low cut shirts and blouses
- Sheer, transparent or mesh fabrics that expose undergarments through the fabric
- Tight fitting clothing
- Shorts, cut offs, halter tops, tank tops, sleeveless blouses or shirts
- Camouflage or fatigue clothing
- Any item considered to be a threat to the security and safety of offenders, visitors or staff, as determined by the Superintendent or designee

Always follow the OSHA/WISHA WAC's regarding protection and clothing. (296-155)

Search Policies (Please read the attached policy DOC 420.340)

Search policies are given to everyone applying for clearance. The acknowledgment form must be signed and sent in with the application. Clearance applications cannot be processed without the search acknowledgment form.

Note: The acknowledgement form is a legal document and as such, can not be altered.

All visitors, staff, contractors and volunteers are subject to search in order to maintain the safety and security of the institution.

If a person refuses a search, access to the facility may be denied for a period of 90 days for a first-time refusal. A second refusal may result in permanent denial of access. This includes all forms of searches, i.e. container, vehicle, metal detector, etc.

Vehicle Search (WSP 420.330) – “An interior and exterior inspection of a vehicle entering and leaving the secure grounds/perimeter of a correctional facility; or a visual, exterior-only inspection of vehicles parked in a state-owned parking lot which is outside the secured perimeter of a facility.”

“The owner or driver of a vehicle shall be present during the search of a vehicle entering the secured grounds/perimeter of the facility. The owner or driver shall shut off the vehicle engine and the driver and occupants (except inmate transport vehicles) shall be out of the vehicle during the search.”

A vehicle search shall include, but not be limited to, a search:

- Under the hood, seats, and floor mats
- Inside the glove-box, ashtrays, consoles and door pouches
- Inside the trunk and any tire carriers
- A container search of all items being transported

The searching staff will ensure that any vehicle entering the facility has none of the following:

- Firearms
- Ammunition
- Chemical agents
- Flammable items
- Weapons
- Alcoholic beverages
- Jacks
- Illegal drugs
- Cell phones and/or other wireless electronic devices
- And/or other items that may be used to cause serious injury or escape on board before allowing entry

Tool Inventories (DOC 420.500)

All tools will be inventoried daily upon arrival and departure. (Check with your RFP/spec book for details regarding your construction area.) Only bring with you the tools you'll need to work with for that day. This will help the inventory and search procedures move quicker and more smoothly.

Communication with offenders

Communication with offenders should be avoided at all times. If an offender wishes to engage in conversation, refer him to your escorting officer.

If you see or suspect suspicious behavior, an escape or if you feel threatened by an offender, immediately report this to your escort and/or the nearest WSP staff member.

Any emergency should be reported to your escort or the nearest WSP staff member. If you are near an institutional telephone, the on-site emergency number is #333.

Sexual Misconduct with Offenders (DOC 490.800)

Law S. 1435, the "Prison Rape Elimination Act of 2003. Statement by the President: Today, I have signed into Law S. 1435, the "Prison Rape Elimination Act of 2003." The Act provides for analysis of the incidence and effects of prison rape in Federal, State and local institutions, and for information, resources, recommendations and funding to protect individuals from prison rape ... GEORGE W BUSH, THE WHITE HOUSE; September 4, 2003.

Washington State Department of Corrections (DOC) policy specifically forbids any activity associated with or that promotes acts of sexual conduct, including sexual harassment between offenders and DOC staff. In this definition, staff includes; vendors, contractors and volunteers of the DOC as well as staff from other federal, state, or local jurisdictions. An "offender" means someone incarcerated in a correctional facility or under supervision in the community.

Inappropriate Conduct

Misconduct includes:

- Sharing personal information with an offender
- Exchanging romantic letters or phone calls
- Sexual involvement, including touching or penetration.

Sexual Misconduct

Sexual Misconduct can be defined as behavior of a sexual nature. The result is a breach of the professional relationship that exists between staff and an offender. Sexual misconduct distinctly alters the boundary between professional roles and personal relationships - personal elements are then introduced into what should be a sex-neutral situation. Forms of sexual misconduct include, but are not limited to:

- Attempts to engage in a sexual act with any offender's genitalia, anus, groin, breast, inner thigh, and/or buttocks with the intent to abuse, humiliate, harass.
- Any solicitation of sexual activity through promises of favors and/or threatening an offender for refusing sexual advances.
- Invasion of privacy beyond what is reasonably necessary for safety and security, including disrespectful, unduly familiar, or threatening comments made to offenders.

Sexual misconduct, including sexual harassment, is a serious offense - and is against the law.

Depending on the investigation findings of an alleged incident, disciplinary action may result in dismissal and the advanced possibility of criminal charges. In addition, persons accused of sexual harassment in civil or criminal proceedings may be held personally liable for damages to the person harassed.

Sexual misconduct can take many forms, including but not limited to:

- Sexual comments about one's body.
- Repeated staring, comments, and/or propositions of a sexual nature.
- Conversations filled with sexually suggestive innuendoes or double meanings.
- Display or transmittal of sexually suggestive posters, objects, or messages.
- Demands for acts of a sexual nature.
- Physical sexual assault.
- Request for sex in exchange for favors.

Sexual harassment is any sexual behavior that adversely affects an offender's environment as it pertains to his/her responsibilities of incarceration or supervision. It can occur without conscious intent and is not limited to explicit demands for sex.

Sexual misconduct and sexual harassment are an abuse of power. No one can predict when romantic or sexual feelings will occur between two people, but acting on those feelings by becoming involved with an offender is unprofessional and unacceptable conduct.

As a DOC vendor, contractor or volunteer, your designated assignments place you in a position of authority over the offenders with whom you interact in a professional capacity. It is not possible to have a relationship as equals because you have a responsibility to maintain custody, evaluate work performance, and/or provide input to issues that affect release dates, return to prison, or other sanctions.

Some other things to consider

- Amorous or sexual relationships with an offender are seldom a secret. Such behavior will undermine your professional career by subjecting you to disrespect and manipulation from other offenders that may be aware of your situation.
- Once in a relationship, professional judgment becomes clouded and the normal defenses that exist to protect you will be compromised. When acting on emotions, you may take actions that would otherwise be considered inappropriate in a correctional environment (either in custody or in the community).
- Others will be judging your decisions for professionalism and trustworthiness. Your conduct and the decisions you make reflect not only on your own reputation, but also on that of your peers and the agency you represent.
- Romantic or sexual relationships often end with bitter feelings. If this occurs, you may be vulnerable to a host of problems-such as loss of respect from your peers, a damaged reputation, and loss of employment.
- Engaging in any form of over-familiar activity with an offender is unprofessional conduct and in violation of department policy.

A special note to persons in positions of power

Amorous or sexual relationships are inappropriate and illegal when they occur between an offender and any staff member. Offenders depend upon staff to provide for their board and care, ensure their safety, address their health care needs, supervise their work and conduct, and act as role models for socially-acceptable conduct.

Because of the difference in power between offenders and staff, vendors, contractors and volunteers, there can never be a consensual relationship between the two entities. Here are some factors to consider.

Some offenders have a history of victimization, particularly in their formative years, which may make them especially vulnerable to the sexual overtures of persons in positions of authority. Their perception of affection/love may be skewed by this background of abuse, making it impossible for them to refuse advances of a staff member.

In some instances, particularly for female offenders, their survival in the community has been directly related to using their sexuality to obtain the means to support themselves. Coupled with low self-esteem, this carries over into their conduct in prison and while under community supervision.

Occasionally an offender tries to use sex to improve his/her standing or circumstances (e.g., better job, avoid disciplinary action, affect a release plan, gain privileges, etc.). However, as the person in authority, it is your responsibility to discourage, refuse and report any overtures as well as maintain professional boundaries at all times.

Your personal and professional reputation may be jeopardized because of unprofessional conduct. Your effectiveness as agents of the DOC, your careers, and even your family can be negatively impacted or destroyed.

Boundaries in relationships can be difficult. If you question your professional boundaries with an offender or feel uncomfortable with his/her actions or advances toward you, talk to another person you respect and bring this matter to the attention of a DOC employee before it gets out of control.

Incident Identification

You may become aware of a sexual assault in one of the following ways:

- Discover an assault in progress
- Offender reports an assault
- Suspected or you may hear of an offender being threatened with assault or rumored to have been assaulted

Consequences

There are serious consequences for any person found to be in violation of the Washington State Statutes or PREA to include:

- Suspension/termination of visitor/contractor privileges
- Misdemeanor or felony conviction
- Jail or prison

Report- Report-Report!

If you suspect an assault involving offenders, staff, vendors, volunteers and/or visitors, notify a DOC employee immediately, i.e. your escorting officer!

For Questions

If you have general questions regarding PREA, call 360-725-8200.
State of Washington Department of Corrections
www.docl.wa.gov P297 11/26/05



**Department of Corrections
Washington State Penitentiary**

**ACKNOWLEDGEMENT OF RECEIPT OF
WSP CONTRACTOR ORIENTATION PACKET**

I acknowledge that I have received the WSP contractor orientation packet addressing:

- Facility clearance and access
- WSP ID Badges
- Security issues
- Contraband
- Wireless device policy
- Dress standards
- Search Policy
- Tool Inventory
- Offender contact/communication
- Sexual misconduct with offenders. (PREA)

I agree to become familiar with the packet and have a thorough knowledge and understanding of its contents.

Company Name

Employee Name (Please Print)

Employee Signature

Date

Form will be retained by the facility.



STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS

ACKNOWLEDGMENT OF VISITOR SEARCH REQUIREMENTS RECONOCIMIENTO DE LOS REQUISITOS PARA EL REGISTRO DE VISITAS

I HEREBY ACKNOWLEDGE REVIEW of the search POLICY / DIRECTIVE.

I UNDERSTAND that, per DOC requirements, I may be subjected to a "Canine Search," "Container Search," a "Locker Search," "Electronic Search," a "Vehicle Search," a "Pat Search," or a "Strip Search."

I FURTHER UNDERSTAND that I have the option of submitting to the requested search OR of immediately leaving the correctional facility. I understand that if I refuse to submit to a search, which is properly authorized, I will be escorted from the facility, and that law enforcement will be notified of any suspected criminal activity.

I FURTHER UNDERSTAND that if I opt to leave the facility without having been searched, I may be subject to denial of entrance to the facility for a period of 90 days. A second refusal to be searched may result in permanent denial of access.

I ALSO UNDERSTAND that if I am searched and found to be in possession of contraband, I may be subject to permanent denial of access. I may also be requested to remain in the immediate area of contraband discovery pending the arrival of law enforcement.

POR LO PRESENTE, RECONOZCO QUE HE REVISADO la poliza / directiva de registros.

YO COMPRENDO QUE DE ACUERDO A LOS REQUISITOS DE DOC, yo puedo ser sometida/o a una "Busqueda Canina," "Busqueda de Recipientes," una "Busqueda de Armario," "Busqueda Electronica," una "Busqueda de Vehiculo," una "Busqueda Oportuna," o un "Despojo para Busqueda."

YO ADEMAS COMPRENDO que yo tengo la opcion de someterme a la busqueda pedida o de inmediatamente dejar la facilidad correccional. Yo comprendo que si yo rehuso someterme a una busqueda que es autorizada adecuadamente, que yo sere escoltado desde la facilidad, y que las autoridades judiciales se notificaran de cualquier actividad delictiva sospechada.

YO ADEMAS COMPRENDO que si yo opto por salir de la facilidad sin haber sido buscado, yo puedo estar sujeto a la negacion de entrada a la facilidad por un periodo de 90 dias. Un segundo rechazo para ser buscado puede resultar en negacion permanente de acceso.

YO TAMBIEN COMPRENDO que si yo soy buscado y encontrado de estar en la posesion de contrabando, yo puedo estar sujeto a la negacion permanente de acceso. Yo puedo tambien ser pedido permanecer en el area inmediata del descubrimiento de contrabando pendiente la llegada de la justicia local.

Signature of Applicant

Printed Name

Date / Fecha


Receiving Staff

Date

Distribution: Retained by Facility DOC 03-060 E/S (Rev. 01/17/03) OCO/POL

DOC 450.300

DOC 420.340

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
	REVISION DATE 4/8/08	PAGE NUMBER 2 of 8	NUMBER DOC 420.340
	TITLE SEARCHING AND DETAINING FACILITY VISITORS		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; RCW 72.02; RCW 72.09.650; DOC 410.320 Bombs, Bomb Threats, and Suspicious Objects; DOC 420.250 Use of Restraints; DOC 420.330 Searches of Vehicles; DOC 420.360 Searches by Canines; DOC 420.375 Contraband and Evidence Handling; DOC 450.300 Visits for Prison Offenders; DOC 890.600 Bloodborne Pathogens Employee Protection

POLICY:

- I. The Department requires searches of volunteers, contractors and vendors and their agents/employees, and other facility visitors on facility grounds. Searches will be conducted as needed to enhance the security and safety of staff, offenders, and the public by minimizing the introduction of contraband into Department facilities.
- II. The Department may detain visitors who enter correctional facility grounds when it appears the visitor has committed or is attempting to commit a crime on facility grounds.

DIRECTIVE:

- I. Searching Visitors
 - A. Notification
 1. Notices will be clearly posted along facility perimeter boundaries and at all entrances to inform all persons that they are subject to search.
 2. The person(s) to be searched must be informed of the type of search to be conducted and the consequences of refusing a search.
 - a. When a group has applied and been approved for a tour of a facility, the Superintendent may determine in advance whether tour group members will be searched and the type of search(es) to be conducted. This decision will be communicated to the public access staff and to the staff escorting the tour.
 3. All facility visitors will be provided the opportunity to read this policy.
 - a. For tour groups, a copy of this policy will be provided to the tour sponsor.
 4. Each facility visitor must sign DOC 21-575 Acknowledgment of Visitor Search Requirements the first time they enter a facility. The form will be retained by the facility and a copy may be given to the visitor upon request.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
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5. If a person refuses a search, s/he will be escorted from the facility and law enforcement may be notified of any suspected criminal activity. Persons refusing to be searched may be denied access to the facility for a period of 90 days. A second refusal may result in permanent denial of access.

B. Searches

1. **Electronic Search**


- a. Facility visitors may be subjected to a scan by a hand-held or stationary electronic detector.

2. **Container Search**

- a. Handbags, briefcases, or any other containers brought in by facility visitors will be searched. These searches may be conducted in a public area.
 - 1) The person will be present during such a search, unless ownership cannot be established and there is a compelling security reason for proceeding with the search. Items of unknown ownership should be handled as suspicious objects per DOC 410.320 Bombs, Bomb Threats, and Suspicious Objects.
 - 2) A container search may be conducted or supplemented by a canine search.

3. **Pat Search**

- a. Pat searches may be conducted in a public area by a correctional staff of the same gender as the person being searched. A pat search may include:
 - 1) Removal of the coat, hat, and shoes,
 - 2) A manual search of clothing and personal effects,
 - 3) Visual inspection of the nasal passages, hands, hair, ears, and mouth, and
 - 4) The removal of a hairpiece, hearing aid, and/or dentures. This portion of a pat search must take place in a private area.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
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- b. The pat search of a child in diapers will be accomplished in a private area.
 - 1) The diaper will be removed by the accompanying adult and replaced with a clean diaper that has been searched by staff.
 - 2) A pat search will be conducted on the child and the adult, and all hand carried items will be searched.
- 4. Locker Search
 - a. Searches of state provided lockers may be conducted using master keys or combinations owned or controlled by the facility.
 - b. A locker search does not require the presence of the person using the locker.
 - c. A canine may be used to conduct or supplement a locker search at any time.
- 5. Canine Search
 - a. A canine search of facility visitors may occur per DOC 420.360 Searches by Canines.
 - b. When a canine has alerted on a person, a pat search of the person will be conducted. A vehicle search may also be conducted.
 - 1) If contraband is not discovered, access to the facility may be permitted. Management strategy for dealing with any remaining suspicion in relation to the immediate visit includes:
 - a) Assigning staff to escort the person(s),
 - b) Seating the visitor and offender directly in front of visit room staff, and/or
 - c) Non-contact visiting.
 - c. If the canine has alerted on a person or there is specific intelligence information related to the visitor/offender, temporary suspension of the visit is appropriate pending further investigation.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
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POLICY

- 1) Documentation to support the temporary suspension of the visitation will be submitted to the Superintendent the next business day.
 - d. If contraband is discovered, the contraband procedure portion of this policy applies.
 6. Vehicle Search
 - a. Vehicle searches will be conducted in accordance with DOC 420.330 Searches of Vehicles.
 7. Strip Search
 - a. Facility visitors will not be voluntarily or involuntarily strip searched without the specific, documented approval of the Assistant Secretary for Prisons.
 - 1) Requests for a strip search will only be considered by the Assistant Secretary for Prisons in the most extreme and/or unusual circumstances. At a minimum, reasonable suspicion must be established before the strip search request is forwarded to the Assistant Secretary for Prisons.
 - 2) Strip searches will be conducted by 2 correctional staff of the same gender as the person being searched.
 - C. Safety Procedure for Searches
 1. In compliance with DOC 890.600 Bloodborne Pathogens Employee Protection, staff will wear protective gloves when searching a person, an article, or the surface of any item contaminated with blood or body fluids.
- II. Contraband
- A. Contraband found during searches will not be permitted inside the facility.
 - B. If contraband is discovered, the offending person will be denied access pending review by the Superintendent/designee. Any person found to be in possession of any form of contraband may be subject to permanent denial of access.
 1. Contraband will be documented and disposed of per DOC 420.375 Contraband and Evidence Handling.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY

PRISON

OFFENDER/SPANISH MANUALS

REVISION DATE

4/8/08

PAGE NUMBER

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NUMBER

DOC 420.340

POLICY

TITLE

SEARCHING AND DETAINING FACILITY VISITORS

- C. Local law enforcement will be notified of criminal activity if a facility visitor is found in possession of contraband that is an illegal item.

III. Detaining Visitors

- A. The Shift Supervisor has the authority to detain, search, or remove facility visitors who:

1. Enter or remain within a facility or on the grounds without permission,
2. With probable cause, appear to have committed or are attempting to commit a crime, or
3. Possess contraband.

- B. Staff observing the violation or having probable cause to believe that a crime has occurred or is about to occur will notify the Shift Supervisor as soon as possible. Staff will advise the Shift Supervisor of the following:

1. Name of person(s) involved,
2. Location of incident,
3. Nature of incident,
4. Number of offenders involved,
5. Number of staff involved,
6. Number of citizens/visitors involved,
7. Injuries, and
8. Weapons involved.

- C. The Shift Supervisor will provide direction to on scene staff and will send additional staff, if necessary.

1. If the violation occurs during visitation, the visit will be terminated and the offender will be removed from the visiting area.

- D. The Shift Supervisor will immediately notify local law enforcement.

1. If law enforcement will respond:

- a. The Shift Supervisor will direct that the person(s) be detained for law enforcement in a location previously designated by the Superintendent,
- b. The person(s) will remain under constant observation until law enforcement arrives and assumes custody,



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SEARCHING AND DETAINING FACILITY VISITORS


- c. The person(s) will be afforded reasonable accommodations (i.e., restroom, water, etc.) while remaining under constant supervision,
- d. The person(s) will be searched as described above,
- e. Any contraband that is confiscated will be seized and documented per DOC 420.375 Contraband and Evidence Handling or the policy of the local law enforcement agency. The contraband will be released to the responding law enforcement officer, and
- f. If the detainee becomes combative, becomes a threat to him/herself or to staff, or damages property, use of force is authorized, including restraints, to protect the safety of persons or the security of state property in accordance with DOC 420.250 Use of Restraints. The Shift Supervisor will be notified as soon as practical.

2. If law enforcement will not respond:

- a. The person(s) will be searched as described above,
- b. Any contraband that is confiscated will be seized and documented per DOC 420.375 Contraband and Evidence Handling and the policy of the local law enforcement agency. The contraband will be stored in a secure evidence locker and released to law enforcement,
- c. The person(s) will be advised that the incident has been reported to law enforcement and they will be contacted by that particular agency later, and
- d. The person(s) will be escorted to the facility entrance and allowed to leave.

IV. Monitoring and Training

- A. All new correctional staff will receive training in effective/proper search techniques and methods of documentation. Training will include:
 - 1. Methodology,
 - 2. Liabilities, and
 - 3. Policy review.
- B. This training will be documented in the employee's training record.

 STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS POLICY	APPLICABILITY PRISON OFFENDER/SPANISH MANUALS		
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- C. Supervisors will monitor employee search techniques and provide training to correct any deficiencies.

DEFINITIONS:


The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Illegal Item, Reasonable Suspicion. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

DOC 21-575 Acknowledgment of Visitor Search Requirements

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON		
	REVISION DATE 9/27/07	PAGE NUMBER 2 of 3	NUMBER DOC 400.030
	TITLE SECURITY GUIDELINES FOR WIRELESS PORTABLE TECHNOLOGY IN FACILITIES		

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 280.100 Acceptable Use of Technology; DOC 280.250 Acquisition, Disposal and Licensing of Information Technology; DOC 280.310 Information Technology Security

POLICY:


- I. The Department's guidelines for possession and use of wireless portable technology on Prison facility grounds will be followed to maintain order and security, and prevent the introduction of contraband into facilities. The Department will not be liable for loss or damage to any personal items.

DIRECTIVE:

- I. Acquisition
 - A. Wireless portable technology (e.g. cellular telephones, pagers, cameras, video equipment, personal digital assistants (PDA), Palm Pilots, laptop computers, walkie-talkies, etc.) will be acquired per DOC 280.250 Acquisition, Disposal and Licensing of Information Technology.

- II. State Issue
 - A. The Superintendent will designate an individual to maintain tracking of wireless technology in accordance with DOC 280.100 Acceptable Use of Technology.
 - B. Information pertaining to wireless portable technology will be kept on file with the issuing facility/department to allow for disabling, if necessary.
 - C. Staff are responsible for returning state issued equipment to the Superintendent/designee when the equipment is not functioning properly or is no longer needed.
 - 1. Administrative Services staff issued wireless technology through their chain of command will coordinate the return of these devices with the Superintendent/designee.

- III. Authorization Within Facilities
 - A. Prior written approval must be granted by the Superintendent/designee for:
 - 1. Wireless Portable Technology not issued by the Department to be permitted within the secure perimeter of any Prison facility.
 - 2. Cellular telephones, personal or state, to be permitted within the secure perimeter of Level III or higher facilities.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	APPLICABILITY PRISON		
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B. DOC 21-573 Wireless Portable Technology Security Exemption Request will be submitted to the Superintendent to request approval.

1. Upon approval, staff must carry a signed copy of DOC 21-573 Wireless Portable Technology Security Exemption Request with the device authorized within the secure perimeter of their facility.

C. Non-facility Department staff may enter Level II facilities with state issued wireless portable technology. This equipment must be logged in at the external facility checkpoint and logged out upon departure. Individuals bringing items into a facility will be responsible for ensuring they depart the facility with approved items/equipment.

D. Personal communication devices will not be connected to the Department network in any manner, per DOC 280.310 Information Technology Security.

E. If any wireless portable technology is lost, the Shift Commander will be notified immediately and the provider will be notified to disable the device.

1. Administrative Services staff will immediately notify the Shift Commander to maintain facility security, then notify their chain of command.

IV. Contract Staff Use of Personal or Company Owned Computers or Software

A. Use of non-Department cellular telephones, pagers, laptop, and/or software applications must be formally authorized in the contract.

B. To be cleared through control points, contract staff must carry an approved DOC 21-573 Wireless Portable Technology Security Exemption Request to transport a personally owned computer, software, or wireless portable technology to/from their workstation.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 21-573 Wireless Portable Technology Security Exemption Request



WIRELESS DEVICE SECURITY
EXEMPTION REQUEST

REQUESTOR'S NAME	PHONE NUMBER
SUPERVISOR	PHONE NUMBER

I have reviewed DOC 400.030 Security Guidelines for Wireless Devices in Facilities.
Request to bring the following item(s) on prison facility grounds. Check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> CELLULAR TELEPHONE | <input type="checkbox"/> PALM PILOT (PDA) |
| <input type="checkbox"/> PAGER | <input type="checkbox"/> LAPTOP COMPUTER |
| <input type="checkbox"/> DISCS, CD ROM, DVD | <input type="checkbox"/> OTHER MEDIA DEVICE _____ |

Justification / Duration of request:

Requestor Signature	SERVICE PROVIDER NAME AND PHONE NUMBER
CELL PHONE / PAGER NUMBER	DATE OF REQUEST

CAPTAIN APPROVAL: YES NO

DATE

If NO, state reason(s)

SUPERINTENDENT APPROVAL: YES NO

DATE

If NO, state reason(s)

Additional conditions for use:

Distribution: Original-Superintendent File Copy -Staff Member, Shift Commander, Public Access File

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.17, and RCW 40.14.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY STAFF		
REVISION DATE 08/26/08	PAGE NUMBER 1 of 6	NUMBER WSP 150.150
TITLE FACILITY VISITS AND TOURS		

Washington State Penitentiary

**OPERATIONAL
MEMORANDUM**

REVIEW/REVISION HISTORY:

Effective:	08/12/02	WSP 150.150	Facility Tours
Revised:	01/03/05	WSP 150.150	Facility Tours
Revised:	05/01/06	WSP 150.150	Facility Visits and Tours
Revised:	05/02/07	WSP 150.150	Facility Visits and Tours
Revised:	08/26/08	WSP 150.150	Facility Visits and Tours

SUMMARY OF REVISION/REVIEW:

Added Facility Clearance Procedures as an attachment. Minor changes throughout. Read Carefully.

APPROVED:

STEPHEN D. SINCLAIR, Superintendent
Washington State Penitentiary

Date Signed



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DEPARTMENT OF CORRECTIONS

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WSP 150.150

Washington State Penitentiary

**OPERATIONAL
MEMORANDUM**

TITLE

FACILITY VISITS AND TOURS

REFERENCES:

DOC 150.150 Visits and Tours of Department Facilities and Offices; DOC 150.100 Public Information and Media Relations; DOC 290.400 Fundraising to Support Charities; DOC 400.100 Reporting of Incidents and Significant Events; DOC 420.340 Searches of Facility Visitors; WSP 150.100 Public and Media Relations.

OPERATIONAL MEMORANDUM:

- I. The Washington State Penitentiary (WSP) may allow individuals and groups to visit or tour the facility. Tours of the facility will be limited to law enforcement representatives, judicial officers/representatives, and college groups directly involved in a criminal justice/corrections class or program unless authorized by the Superintendent/designee. General public tours will not be authorized.
- II. This Operational Memorandum does not pertain to inmate personal visits.
- III. The Public Information/Legal Liaison Office (PIO/LLO) will coordinate facility tours.
- IV. Personal tours for staff family/friends will generally be limited to the facility open house. However, an Associate Superintendent may authorize an individual tour for a staff member's family/friends. The requirements Facility Clearance Procedures (Attachment 3) will be followed. The staff member may be expected to conduct the tour during their non-working hours.

PROCEDURE:

- I. General Information
 - A. During normal business hours, unannounced visits (e.g., health inspectors, fire department, Labor and Industries, etc.) will be referred to the Superintendent/designee and assigned to the appropriate staff person. The Duty Officer will be contacted during non-business hours.
 - B. All facility initiated requests to city, county, state or federal elected and/or appointed officials for speaking engagements and/or to tour the Penitentiary must come through the Office of the Secretary.
 - C. Visits involving state or federal elected and/or appointed officials will be coordinated through the chain of command up to the Office of the Secretary, as appropriate.



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DEPARTMENT OF CORRECTIONS

Washington State Penitentiary

**OPERATIONAL
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FACILITY VISITS AND TOURS

- D. News media access will be handled in accordance with WSP 150.100 Public and Media Relations.
- E. Businesses or charities wishing to solicit at WSP will be handled per DOC 290.400 Fundraising to Support Charities.
- F. Persons under the age of 18 will not be allowed to enter the secure perimeter of the facility.
- G. Minors are not authorized in the offices or administrative section of the facility except for:
 - 1. High school students who work for the Department through an Intern or Work Study Program.
 - 2. Mentoring (when approved by the Superintendent).
 - 3. Staff's children, grandchildren, or other approved individuals for special events, such as Take your Daughter or Son to Work Day.
 - 4. Staff's relatives or friends for a brief duration, for instances such as meeting for lunch, stopping by to connect after school or work, or special events.

II. Approval Process

- A. Visit/tour requests must be pre-arranged and pre-approved.
- B. The individual/group requesting a tour must submit a written request to the PIO/LLO/designee at least 3 weeks prior to the planned tour. The request must include the purpose of the visit.
- C. When a request has been received and the tour approved, the PIO/LLO/designee will send the requestor the following:
 - 1. Clothing Standards for Tour Participants (Attachment 1);
 - 2. Confirmation letter (Attachment 2); and,
 - 3. Facility Clearance form.



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Washington State Penitentiary

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FACILITY VISITS AND TOURS

- D. At least 2 weeks in advance of the scheduled tour, the requestor must submit a Facility Clearance form for each tour participant. No other type of list or form will be accepted.

III. Background Checks

- A. A National Crime Information Center (NCIC)/Washington Crime Information Center (WACIC) check will be conducted on all members of groups/tours involved in access to any area of the facility in accordance Facility Clearance Procedures (Attachment 3).

- 1. A facility Captain may approve a person to enter facility grounds outside the secure perimeter without a background check.

- B. NCIC/WACIC checks will not be required for visitors from the following agencies:

- 2. Commissioned law enforcement officers
- 3. Immigration and Customs Enforcement (ICE);
- 4. Attorney General;
- 5. Fire and ambulance personnel;
- 6. Consulate staff;
- 7. Department employees;
- 8. Indeterminate Sentence Review Board (ISRB);
- 9. Elected officials and their staff;
- 10. Other government agency employees provided they have current/validated status (i.e. Labor and Industries, Department of Health, etc.); and
- 11. Other individuals as deemed appropriate by the Superintendent/designee.

IV. Searches

- A. When a group has applied and been approved for a tour, a copy of DOC 420.340 Searching and Detaining Facility Visitors will be provided to the tour sponsor.

- B. All visitors are subject to search in accordance with DOC 420.340 Searching and Detaining Facility Visitors. A visitor has the option of refusing to be searched. Refusal to be searched will result in the visitor being denied access to the facility.

- 1. The Superintendent may determine in advance whether tour group members will be searched. This decision will be communicated to Public



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Access staff and the escorting staff members through the LLO/PIO's Office.

2. Tour participants are not required to sign DOC 03-060 Acknowledgement of Visitor Search Requirements, unless an actual search will take place.

C. Tour group members may be required to clear metal detectors throughout the facility.

D. Tour group members may not bring personal property other than their picture identification. All other property must be left in their vehicles or locked in a locker prior to the tour. Approval for any carry in items will be considered on a case by case basis. These items are subject to search.

V. Tour Guidelines

A. Each visitor must provide current photo identification.

B. To the extent possible, the tour will be conducted in a manner that does not disrupt the regular activities of the areas being toured.

C. Tour groups will be limited to a total of 20 individuals.

1. Groups consisting of 10 people or less may have a single staff tour guide.

2. Groups consisting of 10 or more individuals must have 2 staff tour guides.

3. The staff person(s) assigned to conduct the tour must remain with the group at all times.

4. Normally, the tour group will visit a living unit, recreation area and correctional industries area.

D. Due to the increased number of tour requests from colleges/universities and limited staff resources, only one such tour per week will be scheduled on a first come, first served basis. College/university tours will be conducted on the following days/times:

1. Monday – 1:00 p.m. to 2:30 p.m.

2. Wednesday – 9:00 a.m. to 10:30 a.m.



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Washington State Penitentiary

**OPERATIONAL
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FACILITY VISITS AND TOURS

3. Thursday – 9:00 a.m. to 10:30 a.m.
- E. The housing unit to be visited will be notified of the scheduled tour. It will be the responsibility of the Unit Manager/designee to provide the inmates with advance notice of the tour.
 - F. The Superintendent may authorize exceptions to the tour group requirements.

DEFINITIONS:

Words/terms appearing in this operational memorandum may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

Clothing Standards for Tour Participants (Attachment 1)
Confirmation Letter (sample) (Attachment 2)
Facility Clearance Procedures (Attachment 3)

FORMS:

DOC 03-060 Acknowledgement of Visitor Search Requirements
WSP 21-420 WSP Facility Clearance Form
WSP 21-421 WSP Facility Clearance Memo

WASHINGTON STATE PENITENTIARY CLOTHING STANDARDS FOR TOUR PARTICIPANTS

The following clothing items are prohibited when participating in a tour:

1. Items with holes, rips, tears, quilted, or with drawstrings.
2. Low cut (exposing undergarment, cleavage, back, stomach) or shirt/blouses with full zippers.
3. Sheer, transparent or mesh fabrics (other than hosiery) that is see-through or that exposes undergarments through the fabric.
4. Tight fitting clothing (i.e., spandex, lycra or other rubberized or elasticized garments). We must be able to search your pockets comfortably.
5. Clothing that refers to obscenity, alcohol, drugs, prison, gangs or sex in any form.
6. Culottes, shorts, cut-offs, halter tops, tank tops, oversized or sleeveless blouses or shirts.
7. Cargo, stir-up, jogging, baggy, overly long, deep pocketed pants or any pants with elastic closures at the bottom of the leg. All pockets must be easily searched.
8. Thongs or shower shoes.
9. Dresses or skirts with hemlines higher than the bottom of the knee.
10. Wrap around clothing with full length openings or skirts too tight to allow officers to easily search the inner leg. No button down skirts or dresses.
11. Camouflage or fatigue clothing.
12. Bibbed attire or jumpers.
13. Money belts or belts with compartments.
14. Excessive jewelry or non-searchable jewelry styles. (No more than 2 rings on each hand, 2 necklaces, 2 bracelets, one watch and 2 pair of earrings.) No lockets or pins. No non-prescription sunglasses.
15. Shirts or blouses that are longer than hip length must be tucked into pants/skirt. Shirts and blouses must be long enough to ensure no skin is exposed with arms raised.
16. Headgear or excessive hair ornamentation (unless medically required and written verification is provided, or part of a religious practice).
17. Any item considered to be a threat to the security and safety of inmates, visitors or staff as determined by the Superintendent/designee.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
WASHINGTON STATE PENITENTIARY
1313 N. 13th Avenue – Walla Walla, Washington 99362

DATE:

TO:

FROM:

SUBJECT:

Attached is a Facility Clearance form for access to the Penitentiary. Each tour participant *must* completely and legibly fill out the marked portion of the clearance form. It is imperative that the full legal name of the tour participant is given as it appears on their birth certificate (e.g., Robert, not Bob; Catherine, not Cathy) including the persons full middle name – not just an initial. I also need any other last name used (e.g., maiden name, previous married name, etc.). Please feel free to make copies as needed. **DO NOT** submit any other type of form or list of tour participants. The clearance forms can either be faxed or mailed back to me. They must be received by _____ to facilitate timely background checks. No additional names may be added to the tour after _____.

Occasionally, a person is denied access to the Penitentiary based on the background check. The Captain approves/denies access based on some of the following reasons:

- Conviction of a felony;
- Conviction of a gross misdemeanor (depending on what, how long ago and how many);
- On probation/community supervision;
- Current warrant for arrest (even a missed traffic court date);
- Having been an inmate visitor;
- A pattern of disregard for the law (e.g., repeated DUI's);
- Providing false information on the clearance form.

If one of the tour participants is denied access, you will be notified by telephone. Specific information for the reason of the denial is considered confidential and will not be revealed.

I have your tour scheduled for _____ from _____ to _____. Tour participants *must have a current photo identification* which will be exchanged for a guest badge. Wallets are not permitted. Park in the visitor's parking lot and ensure the vehicle is locked. Keys will be secured in a locker prior to the tour.

Attached are the Clothing Standards for Tour Participants. Tour participants must comply with this standard. Comfortable shoes are recommended due to the amount of walking involved.

FACILITY CLEARANCE PROCEDURES

The secure perimeter is defined as any point beyond the Security Booth, Public Access tunnel, 3 Tower Gate, Minor Control, and inside the Minimum Security Unit.

All potential employees will have a facility clearance completed prior to employment. This will be the responsibility of the hiring supervisor or manager.

I. Controllers

A. The following positions will serve as NCIC Controllers for the facility:

1. Public Access Sergeants (Inmate visitors).
2. Administrative Program Manager (tours, official visitors, media).
3. Capital Projects Administrative Secretary (expansion).
4. Correctional Industries Administrative Secretary (vendors and company representatives).
5. Engineers Administrative Secretary (vendors and company representatives).
6. Volunteer Coordinator (volunteers).
7. Human Resources (potential employees).
8. Correctional Records Managers (all others).

II. Background Checks

A. In order to have an individual cleared for entrance into the facility, a WSP 21-420 WSP Facility Clearance Form will be completed and sent to the appropriate Controller.

1. Whenever possible, the Facility Clearance Form will be sent to the Controller 72 hours in advance of the scheduled visit.
2. A WSP 21-421 WSP Facility Clearance Memo should be submitted with the clearance form(s) when appropriate.

B. The Controller will date stamp the form, review it for completeness and assign an Operator to run the background check.

C. The Operator will review their NCIC III Log to determine if the applicant has been previously cleared.

1. If the applicant has been cleared within the past 90 days, the clearance date will be noted on the new clearance memo forwarded to the Captain for signature.
2. If the applicant has *not* been cleared within the past 90 days, the Operator will:

FACILITY CLEARANCE PROCEDURES

- a. Check the Public Access System (PAS) using only the last name in the visitor find field;
 - 1) If a list of names is retrieved, the list will be screened for a possible match. A match will be noted on the WSP 21-420 WSP Facility Clearance Form.
 - b. Conduct a WASIS/WACIC/NCIC III check;
 - c. Determine if there are any misdemeanor or felony conviction(s), an outstanding warrant(s) or if the check is clear. If the applicant has an outstanding warrant (hit), the Operator will notify the Intelligence and Investigations Office; and,
 - d. Enter the applicant's information on the NCIC III Log.
- D. Once the background check is completed, the Operator will forward the clearance form(s), background check(s) and clearance memo to the appropriate Captain for approval/denial and signature.
- E. The Captain will approve/deny the clearance.
1. If approved, the clearance packet will be returned to the Operator.
 2. Denials will be routed through the chain of command when an override is requested.
 3. The Superintendent will review and sign any background check that reveals a Felony Conviction.
- F. The Clearance Form and background check information will not be maintained and must be destroyed by the Operator after approval/denial.
- G. Copies of the signed clearance memo will be distributed by the requestor as indicated on the memo.
- III. Guest Badge and Escort Procedures
- A. A guest badge will be issued to any official visitor who enters the secure perimeter of WSP.
 - B. Official visitors will be escorted by a staff member at all times unless other arrangements have been approved by the Superintendent.



WASHINGTON STATE PENITENTIARY FACILITY CLEARANCE

Date: _____

Requested By: _____ Department: _____

Date of Access: _____ Location of Access: _____

Purpose/Justification: _____

THIS SECTION MUST BE COMPLETED			
NAME: (Last)		(First)	(Middle)
MAIDEN NAME, ALIAS OR NICKNAME(S):			
SEX: M <input type="checkbox"/> F <input type="checkbox"/>	SSN:	DOB: (Month/Day/Year)	
Hair Color:	Eye Color:	Height:	Weight:
Race:	Drivers License #:	State of Issue:	State/Country of Birth:
Do you have a criminal history? Yes <input type="checkbox"/> No <input type="checkbox"/> Convicted felon: Yes <input type="checkbox"/> No <input type="checkbox"/> Other:		Do you have any friends or family members who are incarcerated? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, who and where?	

NCIC	PAS CHECK
<input type="checkbox"/> Clear <input type="checkbox"/> Warrant <input type="checkbox"/> Criminal History	<input type="checkbox"/> Misdemeanor charges/convictions <input type="checkbox"/> Restraining/no contact order <input type="checkbox"/> Felony charges/convictions
MI <input type="checkbox"/> Clear	<input type="checkbox"/> Visitor
MSC <input type="checkbox"/> Clear	<input type="checkbox"/> Visitor
IMU <input type="checkbox"/> Clear	<input type="checkbox"/> Visitor
MSU <input type="checkbox"/> Clear	<input type="checkbox"/> Visitor
Operator _____ Badge/Position # _____ Date _____	

Approvals are good for 90 days from the date of signature

Approved Denied Captain _____ Date _____

Denials shall be routed through the chain of command if an override is requested.

Approved Denied Associate Superintendent _____ Date _____

Approved Denied Superintendent _____ Date _____

Your social security number is required if you wish to be employed or granted access to this facility. Information received may be shared with other law enforcement agencies when appropriate.



WASHINGTON STATE PENITENTIARY

DATE:

TO:

Correctional Captain

FROM:

SUBJECT: FACILITY CLEARANCE

A security check (PAS and NCIC/WACIC) has been completed and clearance is granted for the following person (attach additional sheets as necessary):

Date of NCIC clearance:

Date(s) of access: Time (if applicable)

Reason for Access:

Location(s) of Access: East Complex MI, Attorney Visit Room Only
 West Complex MSU IMU – North IMU - South

The following staff will provide escort:

Comments:

Captain Signature

Date

c: Operator

Appropriate Control Points:

East Complex – Main Gate; Public Access; Security Booth; Master Control, Shift Lieutenant
MSU – Sergeant

West Complex – Pubic Access; Minor Control; 3 Tower Gate, Shift Lieutenant
IMU South – Unit Sergeant
IMU North – Unit Sergeant



WASHINGTON STATE PENITENTIARY FACILITY CLEARANCE

Date: _____
 Requested By: _____ Department: _____
 Date of Access: _____ Location of Access: _____
 Purpose/Justification: _____

THIS SECTION MUST BE COMPLETED			
NAME: (Last)		(First)	(Middle)
MAIDEN NAME, ALIAS OR NICKNAME(S):			
SEX: M <input type="checkbox"/> F <input type="checkbox"/>	SSN:	DOB: (Month/Day/Year)	
Hair Color:	Eye Color:	Height:	Weight:
Race:	Drivers License #:	State of Issue:	State/Country of Birth:
Do you have a criminal history? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you have any friends or family members who are incarcerated? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Convicted felon: Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, who and where?	
Other: _____			

NCIC	PAS CHECK
<input type="checkbox"/> Clear <input type="checkbox"/> Warrant <input type="checkbox"/> Criminal History	<input type="checkbox"/> Misdemeanor charges/convictions <input type="checkbox"/> Restraining/no contact order <input type="checkbox"/> Felony charges/convictions
MI <input type="checkbox"/> Clear	<input type="checkbox"/> Visitor
MSC <input type="checkbox"/> Clear	<input type="checkbox"/> Visitor
IMU <input type="checkbox"/> Clear	<input type="checkbox"/> Visitor
MSU <input type="checkbox"/> Clear	<input type="checkbox"/> Visitor
Operator _____ Badge/Position # _____ Date _____	

Approvals are good for 90 days from the date of signature

Approved Denied Captain _____ Date _____

Denials shall be routed through the chain of command if an override is requested.

Approved Denied Associate Superintendent _____ Date _____

Approved Denied Superintendent _____ Date _____

Your social security number is required if you wish to be employed or granted access to this facility. Information received may be shared with other law enforcement agencies when appropriate.



DENIAL OF DISCLOSURE OF PUBLIC RECORDS

09/04/08
DATE

PERSON REQUESTING DISCLOSURE

ADDRESS

1. TO:
2. YOUR REQUEST FOR DISCLOSURE OF THE RECORDS IDENTIFIED BELOW HAS BEEN DENIED TO THE EXTENT AND FOR THE REASON(S) SET FORTH BELOW.

DOC 420.500/Revision Date 11/29/07

Specific security information and process that must be protected to ensure the safety and security of a department facility, staff and offenders have been redacted per the following cite(s) from the pages outlined below.

RCW 42.56.420(2) - Those portions of records containing specific and unique vulnerability assessments or specific and unique emergency and escape response plans at a city, county, or state adult or juvenile correctional facility, the public disclosure of which would have a substantial likelihood of threatening the security of a city, county, or state adult or juvenile correctional facility or any individual's safety".

RCW 42.56.240(1) - Specific intelligence information and specific investigative records compiled by investigative, law enforcement, and penology agencies, and state agencies vested with the responsibility to discipline members of any profession, the nondisclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy".

Policy Page(s) - 3, 4, 5, 6

Attachment 2 Page(s) - 1, 2

NAME

TITLE

3. DECIDED BY: Denise Vaughan

Public Disclosure Manager

4. YOU MAY APPEAL THIS DECISION TO Agency Appeals Officer BY COMPLETING THE APPEAL SECTION OF THIS FORM, AND MAILING THIS ENTIRE FORM, AND ANY ATTACHMENTS THERETO, TO THE ADDRESS SHOWN ON LINE 5.

5. TO:

TITLE: Agency Appeals Officer

ADDRESS

Department of Corrections
Public Disclosure Appeal Officer
PO Box 41114
Olympia, WA 98604-1114

The contents of this document may be eligible for public disclosure.

Social Security Numbers are considered confidential information and will be redacted in the event of such a request.

This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14.

6.

APPEAL

I APPEAL THE ABOVE DECISION DENYING DISCLOSURE. IT IS INCORRECT BECAUSE:

7. SIGNATURE OF PERSON MAKING APPEAL

DATE

**INSTRUCTIONS FOR COMPLETING
DOC FORM 05-067 – DENIAL OF DISCLOSURE OF PUBLIC RECORDS**

- Date Person completing the form will insert the date of the decision of denial in the upper right hand corner in the line provided.
- Line 1 Type name and address of the person who requested the disclosure.
- Line 2 If the request is denied, in whole or in part:
- a. Identify the specific record(s) that will not be disclosed, and
 - b. Indicate whether the entire record or only part of the record will not be disclosed.
 - c. Cite the specific statute(s) which exempts or prohibits disclosure, and explain how that statute(s) applies to the record(s) in question.
- Line 3 Type in the name of the person denying disclosure and the title of that person, i.e., Records Review Officer or Public Disclosure Coordinator.
- Line 4 Type in the title of the person to whom the decision may be appealed. If decided by a Records Review Officer, the appeal is to a Command Review Officer. If decided by a Public Disclosure Coordinator, the appeal is to the Public Disclosure Administrator.
- Line 5 Type in the title of the person who would decide the appeal. This will be the same title as appears in Line 4.
- Line 6 The person making the appeal will complete Line 6.
- Line 7 The person making the appeal will sign here and insert the date of the appeal.



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TITLE

TOOL CONTROL

REVIEW/REVISION HISTORY:

Effective: 12/27/00
Revised: 11/21/01
Revised: 8/21/06
Revised: 11/29/07

SUMMARY OF REVISION/REVIEW:

II.A.4. - Added to include the Marine Department and shipyard at McNeil Island
II.D. - Added information regarding determining which items are considered tools
III.A.1.a) - Added to indicate markings required for ladders
II.E. - Added to reference DOC 650.055 Needles, Syringes and Hazardous medical and Dental Instruments

APPROVED:

HAROLD W. CLARKE, Secretary
Department of Corrections

10/19/07

Date Signed

Re dated =>



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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; ACA 4-4196; DOC 650.055 Needles, Syringes and Hazardous Medical and Dental Instruments

POLICY:

- I. The Department will provide for the safety and security of staff, offenders, and visitors by establishing methods of accountability for the control and use of tools, to include culinary, within the confines of a facility or under the supervision of facility staff. [4-4196]

DIRECTIVE:

I. Responsible Staff

- A. The Superintendent will designate a Tool Control Manager, the rank of Captain/ Correctional Program Manager (CPM) or above, responsible for tool control management.
- B. The Tool Control Manager may designate a Tool Control Officer(s) responsible for inspection, inventory, and maintenance of tools.

II. Storage and Identification

- A. All tools will be stored according to the Tool Control Matrix (Attachment 2). [4-4196]
 1. Class A tools are identified in Class A Tool List (Attachment 1). Class A tools will be maintained on tool drawer cut outs or on shadow boards. Class A tools that are too large for a shadow board/cut out will be marked and secured in a designated area.
 2. All tools not identified as Class A tools are Class B tools. Class B tools will either be stored on a shadow board or tool drawer cut out, or racked/organized to be easily visible and inventoried.
 3. Shadow boards may not have multiple tools in one spot; however, multiple shadow boards may be used.
 4. Racking (i.e., storing multiple, like items together) of tools can only be done with large tools, such as Department of Natural Resources (DNR) tools, grounds tools (e.g., rakes, shovels, polaskis, axes, combies, edgers, etc.), and large or bulky items (e.g., scaffolding, ropes, etc.) in the Marine Department and shipyard at McNeil Island. Racks can be wooden or metal, wall-mounted or free-standing on floor.



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- B. The Tool Control Manager must approve areas where tools may be stored.
- C. The Tool Control Manager will determine storage, supervision, transport, and checkout requirements for removable parts of stationary machinery that are Class A or Class B tools.
- D. The Tool Control Manager will determine which items should be considered a tool, based on facility security needs.
- E. The management of medical/dental instruments is covered in DOC 650.055 Needles, Syringes and Hazardous Medical and Dental Instruments.

III. Marking

- A. Class A and B tools will be etched with a facility and location code.
 - 1. Class A tools will also be color coded red, except where health restrictions prohibit painting.
 - a) All ladders that are not painted red by the manufacturer will be identified with either a red zip tie or by painting a small yet easily identifiable area red.
- B. Each facility will have a list identifying tool codes for work area designations.

IV. Inventory

- A. The Tool Control Officer(s) will maintain a perpetual master inventory on DOC 21-515 Tool Control Inventory or electronic version. Electronic versions will be printed out on a [REDACTED] basis.
- B. Work supervisors will maintain a sub-inventory of all tools assigned to individual areas on DOC 21-515 Tool Control Inventory or electronic version. Sub-inventories will be maintained in all storage areas (e.g., tool cribs, tool cabinets, toolboxes, tool drawers, etc.).
 - 1. The area work supervisors will also be responsible for the perpetual accountability of consumable inventory items (e.g., blades for exacto knives, box cutters, window scrapers, hacksaws, chop saws, and drill bits) within their work area.
 - 2. A local process will be established for accountability that addresses exchange, issuance, and the return of all broken/worn out items.



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- C. Signed and dated copies of all sub-inventories will be forwarded to the Tool Control Officer on the last working day of [REDACTED]
- D. The Tool Control Officer will:
1. Use DOC 21-517 Lost Tool Report and DOC 21-518 Tool Add/Drop to reconcile the current quarter's sub-inventories with the master inventory,
 2. Report any discrepancies to the Tool Control Manager and Superintendent/designee, and
 3. Initiate an investigation of any and all discrepancies and forward a copy of the results to the Tool Control Manager and Superintendent/designee.

V. Issuing/Checking Out Tools

- A. The Tool Control Manager may authorize offenders to work inside a tool crib.
1. Doors to the tool crib must be secured to restrict access when an offender is inside the tool crib.
 2. The offender assigned to the tool crib is responsible for accurate logging of all tools, chit placement, and unaccounted for tools.
- B. The work supervisor will ensure that all tools are accounted for [REDACTED] and any time the offender assigned to the tool crib leaves it.
- C. DOC 21-514 Work Shop Designation Tool Control – Check Out Sheet must be used to track tool issue and will be filed daily in each work area and maintained per the Records Retention Schedule.
- D. Each work supervisor will monitor tool issue and use throughout the day, as identified in the Tool Control Matrix (Attachment 2) under Supervision Requirements.
- E. Tools will be transported per the Tool Control Matrix (Attachment 2).

VI. Tool Accountability

- A. Each employee responsible for the tools in his/her area will be required to sign DOC 21-516 Daily Tool Accountability, verifying that all tools are accounted for [REDACTED]. The signed form will be filed in each area and maintained per the Records Retention Schedule.
- B. The Tool Control Officer will make unscheduled checks of toolboxes, tool cribs, tool cabinets, and other tool storage areas at least once [REDACTED] to ensure



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inventories are accurate and DOC 21-516 Daily Tool Accountability has been completed and signed.

1. Discrepancies noted during unscheduled tool inventory checks will be investigated immediately by the Tool Control Officer and reported to the employee responsible for tools in that area.
2. A report will be submitted to the Tool Control Manager and Superintendent/designee with the results of the investigation.

C. The Tool Control Officer will submit [REDACTED] report to the Tool Control Manager that contains:

1. Documentation of unscheduled checks of tools storage areas,
2. Adds/drops,
3. Recommendations for additions/deletions to inventories, which includes recommendations for removal of excess tools, and
4. Discrepancies and corrective action initiated.

VII. Unaccounted for Tools

A. When a staff discovers a tool is missing, s/he will immediately:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]

B. The Shift Commander will:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]

C. If the missing tool is not located:



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1. The Shift Commander will notify all unit/area supervisors.
2. The work supervisor will submit DOC 21-517 Lost Tool Report to the Tool Control Officer.
3. [REDACTED]
4. The Shift Commander or Tool Control Manager will ensure appropriate corrective action is initiated.

D. If the tool is recovered:

1. Staff will notify the Shift Commander,
2. The Shift Commander will notify all unit/area supervisors,
3. The Shift Commander will ensure appropriate corrective action is taken, and
4. The Tool Control Officer will submit a report to the Tool Control Manager, summarizing the tool recovery and corrective action taken to minimize the risk of reoccurrence.

VIII. Disposal/Replacement of Tools

- A. All new or replacement tools will come in through a central location and be marked and coded prior to being issued.
 1. The Tool Control Officer will document the tool on the master DOC 21-515 Tool Control Inventory or electronic version and update sub-inventories at the time of issuance. Electronic versions must be backed up with a paper version.
- B. Employees responsible for tools in their area will notify the Tool Control Manager whenever new, upgraded, or significantly different tools are requested. The Tool Control Manager will notify the Tool Control Officer of approved tools.
- C. The Tool Control Officer will adjust all inventories and complete DOC 21-518 Tool Add/Drop.
- D. The Tool Control Officer will ensure that all broken, worn out, or excess tools are immediately removed from the facility and disposed of properly.

IX. Reassignment

- A. When tools are reassigned from one work area to another:
 1. The work supervisor dropping the tool from his/her inventory will initiate DOC 21-518 Tool Add/Drop and submit the tools to the Tool Control Officer.



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2. The Tool Control Officer will:
 - a. Re-etch the tool with the new location code,
 - b. Issue the tool to the new location,
 - c. Complete DOC 21-518 Tool Add/Drop, adding the tool to the new location, and
 - d. Adjust all affected inventories.

X. Personally Owned Tools

- A. Personally owned tools are not authorized inside a total confinement facility. All tools required by staff to perform their duties will be provided by the facility.
- B. The Tool Control Manager during normal working hours, or the Shift Commander during evenings/weekend/holidays, may authorize contractors and/or specialized technicians to use their own tools.
 1. Contractors will complete DOC 21-877 Tool Control Inventory for Contractors to provide an inventory for all tools.
 2. Facility staff will check tools against this inventory when the contractor enters and leaves the facility.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Class A Tools; Class B Tools; Shadow Board; Tool Crib. Other words/terms appearing in this policy may be defined in the glossary.

ATTACHMENTS:

Class A Tool List (Attachment 1)
Tool Control Matrix (Attachment 2) [4-4196]

DOC FORMS:

DOC 21-514 Work Shop Designation Tool Control – Check Out Sheet
DOC 21-515 Tool Control Inventory
DOC 21-516 Daily Tool Accountability
DOC 21-517 Lost Tool Report
DOC 21-518 Tool Add/Drop
DOC 21-877 Tool Control Inventory for Contractors

CLASS A TOOL LIST

Air Hammer Bits	Pipe Wrench, 18" and over
Any Powder Actuated Fastening Tool	Pitchfork
Awl	Polaski
Axe, single bit and double bit	Portable gas Cut Off Saw
Band Saw, portable	Pry Bars, 12" (i.e. wrecking, crow, Pinch)
Blades, all metal cutting, including hacksaw, sawzall	Puller, Manhole Cover
Bolt Cutters	Ropes
Buffalo Chopper, 3" and 6" blades	Scaffolding
Cable and Chain come along	Screwdriver, all security types
Cable Cutter	Screwdrivers, over 14"
Chain Hoists	Serving Fork, 14"
Chain Saw and Blades	Sharpening Steel
Chains, all	Sickle
Cleavers, all	Splitting Mauls
Compressed gases over 1 lb.	Straight Razors
Core Drilling Machines with Bits	
Crimpers, over 12"	
Cutter, Maimin	
Cutter, Wolf Pacer	
Cutters, w/removable blades	
Cutters, Wire (capable of cutting 9 gauge fence wire)	
Dremel Tools, cord and cordless	
Electric Grinder, disc portable	
Electric Hammer Drill	
Electric Jack Hammers	
Fencing Pliers, all	
Files, metal cutting type	
Gun, Air/Electric Nail	
Gun, Air/Electric Staple	
Hacksaws	
Hammer, Sledge, 4 lbs and over	
Hatchet, single and double bit	
Hydraulic tools, all portable	
Ice Pick	
Jacks, all	
Knives, all except putty knives	
Ladders, 6' and over	
Metal concrete cutting bits, over 1/2" diameter	
Pick, Dirt	
Pigtails, electrical for grinders	

TOOL CONTROL MATRIX

Storage

Level	Class A	Class B
Level 5 – Max	Central tool crib [REDACTED] Shadow board/tool drawer cutouts/racked [REDACTED]	Central tool crib [REDACTED] Shadow board/tool drawer cutouts/racked [REDACTED]
Level 4 – Close	Tool room or cage [REDACTED] Shadow board/tool drawer cutouts/racked [REDACTED]	Tool room/cage/box [REDACTED] Shadow board/tool drawer cutouts/racked [REDACTED]
Level 3 – Med	Tool room or cage [REDACTED] Shadow board/tool drawer cutouts/racked [REDACTED]	Tool room/cage/box [REDACTED] Shadow board/tool drawer cutouts/racked [REDACTED]
Level 2 – Min	Tool room or cage [REDACTED] Shadow board/tool drawer cutouts/racked [REDACTED]	Tool room/cage/box [REDACTED] Shadow board/tool drawer cutouts/racked [REDACTED]
DNR	Building or vehicle [REDACTED] Shadow in building only [REDACTED]	Building or vehicle [REDACTED] Shadow in building only [REDACTED]
Off-Site	Tool room or vehicle [REDACTED] Shadow in building only [REDACTED]	Tool room or vehicle [REDACTED] Shadow in building only [REDACTED]

Supervision Requirements

Level	Class A	Class B
Level 5 – Max	Direct supervision	Direct supervision
Level 4 – Close	Direct supervision	Frequent supervision
Level 3 – Med	Direct supervision	Frequent supervision
Level 2 – Min	Spot check	Spot check
DNR	Spot check	Spot check
Off-Site	Spot check	Spot check

Direct Supervision – The Work Supervisor has direct line of sight or the offender crew is within a visually open shop or a building with restricted access.

Frequent Supervision – The Work Supervisor visually checks the offender(s) using the tool(s) [REDACTED]

Spot checks – The Work Supervisor visually checks the offender(s) using the tool(s) [REDACTED]

TOOL CONTROL MATRIX

Issue/Checkout

Level	Class A	Class B
Level 5 – Max	Staff issues to offender	Staff issues to offender
Level 4 – Close	Staff issues to offender	Offender issues to offender
Level 3 – Med	Staff issues to offender	Offender issues to offender
Level 2 – Min	Staff issues to offender	Offender issues to offender
Level 1 – WR	Staff issues to offender	Offender issues to offender
DNR	Staff issues to offender	Offender issues to offender
Off-Site	Staff issues to offender	Offender issues to offender

Transportation of Tools

Level	Class A	Class B
Level 5 – Max	[REDACTED]	[REDACTED]
Level 4 – Close	[REDACTED]	[REDACTED]
Level 3 – Med	[REDACTED]	[REDACTED]
Level 2 – Min	Offender transport	Offender transport
DNR	Offender transport	Offender transport
Off-Site	Offender transport	Offender transport

E

Project Schedule

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