

**OUTSIDE CONTRACTOR
TRAINING & SECURITY REQUIREMENTS
Plainfield Correctional Facility
ICI Warehouse Expansion**

1. Initial Documentation Required for Entry (Must Be Submitted 5 business days Prior)
Contractors must provide the following documentation via email before arriving on grounds:

- IDACS Criminal History Check (must include a copy of driver's license)
- Signed Trafficking Law acknowledgment (facility retains copy)
- Signed Environmental Commitment form (facility retains copy)
- Tool List (kept on file, at the gate, and with escort, in connex box if using one)
- Minimum submission window: documentation must be received 5 business days Prior before entry
 - one off (if something is being delivered 24 hour notice is needed, can't stay on grounds) If this person is needed more than once background checks will be needed.

2. Basic Facility & Safety Information

Contractors must be aware of the following:

- Safety: Proper PPE must be worn at all times; company safety policies must be followed. IYC has a certified OSHA trainer (Josh Kingery) on site. If questions arise, he will be able to assist.
- Facility Security Level: Medium-level facility with recently elevated security protocols.
- Entrance Procedures: Primary entry via ICI Sally Port Gate (South Side facing west). Note: gate may periodically be closed—follow escort or gate officer instructions.
- What to Expect at Entry: Searches, tool inspections, pat-down searches, and possible K9 presence.

3. Identification Required

Contractors must bring a valid state-issued photo ID or driver's license for entry and must maintain it on their person throughout their time inside the facility.

4. Contraband Prohibition

The following items are strictly prohibited and must not be brought on state grounds:

- Tobacco, lighters, e-cigarettes, or pseudo-tobacco products
 - Alcohol or intoxicants
 - Firearms, ammunition, knives, or any weapon
 - Unauthorized devices, or materials
 - Tools that are not on gate release can stay in vehicle.
 - If tool from vehicle is needed it will go through the same process to come in to the facility as the rest
 - Cell phones, smart watches, USB drives, or other electronic devices
 - Foreman and supervisors are allowed cell phones and smart watches
 - All cell phones and watches will have there IMEI number checked upon entry and leaving
 - Illegal drugs or unauthorized prescription medications
- Possession or attempted introduction of prohibited items may result in immediate removal, gate closure, and/or criminal charges.

5. Removal from Facility

Contractors may be removed from the site for:

- Possession of contraband
- Unauthorized or suspicious activity
- Unprofessional conduct
- Violations of safety or security procedures

6. Tool Control Requirements

Strict tool accountability is required at all times:

- All tools must be listed and approved prior to entry.
- Tools must be inventoried at: entry, lunch break, and exit.
- Missing, damaged, or broken tools must be reported immediately.

- Any change to a tool list must be pre-approved.
- Tools/materials left onsite must be secured in accordance with facility procedures (Conex box or designated location).
 - Broken tool all pieces have to be account for
 - Perpetual tools will need to be account for
 - Broken sawzall blade needs accounted for before replacement through gate, razor blades, ect.

7. Vehicle Use & Parking

- No personally owned vehicles (POVs) beyond designated public parking.
- Company vehicles may be permitted only with valid justification and pre-approved inventory.
- Park with license plate visible; no back-in parking if prohibited.
- Consolidate vehicles to streamline entry.
- All vehicles and equipment must remain secured at all times.
- For efficiency: bring lunch into facility, minimize trips in/out.

8. Contact with Offenders

- Absolutely no contact with offenders.
- No communication, favors, messages, or exchanges of any kind.
- Maintain professional distance at all times.

9. Restrooms & Wash Stations

Options include:

- Contractor-supplied portable restroom
- Facility restroom with escort (if necessary and approved)

10. Emergency Aid Procedures

- Staff will assist and escort contractors during emergencies.
- **Do NOT** call 911—facility staff will initiate emergency response.
- Follow all staff instructions immediately.

11. Work Schedule & Contact Information

Contractors must provide:

- Planned daily/weekly work schedule
- Company chain-of-command contact information
- Onsite supervisor information

This ensures proper escorting and entry management.

12. Escort Responsibilities

Contractor escorts will have facility radio communication and will coordinate:

- Movement
- Emergency notifications
- Access to restricted areas
- Issue reporting

13. Alcohol, Tobacco, & Drug-Free Requirements

- Contractors must not be under the influence of alcohol, drugs, or impairing substances.
- Prescription medications must be preapproved with documentation.
- No tobacco use or possession on state property.
Violation may result in immediate gate closure or removal.

14. Gate Release Procedures

If contractors bring materials (documents, educational items, etc.), a gate release form must be completed by facility staff authorizing entry of such items.

15. Entry & Exit Procedures

Contractors must:

- Park appropriately, secure vehicle, and hide personal info.
- Bring only essential items.
- Pass required screening: x-ray, metal detector, pat-search.
- Submit tools for inspection.
- Notify staff immediately if any item is lost or misplaced.

- Follow all directions from custody staff—they have final authority over entry.

16. Workplace Harassment Prevention

Contractors must adhere to IDOC's harassment-free workplace standards and report any concerns to staff immediately.

17. Incident & Accident Reporting

Report immediately to escort or any staff member:

- Injuries (self or others)
- Vehicle/equipment accidents
- Lost, stolen, or damaged property
- Any unusual occurrence

18. Fraternalization Prohibition

Contractors must maintain strict professional boundaries:

- No personal relationships with offenders
 - No exchange of goods, services, or favors
 - No correspondence with offenders or families
 - Any prior relationships must be disclosed
- Violations result in immediate gate closure.

19. Trafficking Prohibition

Trafficking includes:

- Bringing items to offenders without authorization
- Taking items out from offenders
- Relaying messages

Trafficking is a criminal offense and may result in prosecution.



STATEMENT OF TRAFFICKING LAWS AND AUTHORIZATION FOR SEARCH

State Form 41465 (R4 / 2-12)
DEPARTMENT OF CORRECTION

The following Indiana Statutes are brought to your attention. As a person desiring to enter a correctional facility, either as an employee or for other approved purposes, it is important to understand the content of these laws.

IC 36-44-3-9 states:

- (b) Except as provided in subsection (d), a person who, without the prior authorization of the person in charge of a penal facility or juvenile facility knowingly or intentionally:
 - (1) delivers, or carries into the penal facility or juvenile facility with intent to deliver, an article to an inmate or child of the facility;
 - (2) carries, or receives with intent to carry out of the penal facility or juvenile facility, an article from an inmate or child of the facility; or
 - (3) delivers, or carries to a worksite with intent to deliver, alcoholic beverages to an inmate or child of a jail work crew or community work crew; or
 - (4) possesses in or carries into a penal facility or a juvenile facility:
 - (A) a controlled substance; or
 - (B) a deadly weapon;
- (c) If the person who committed the offense under subsection (b) is an employee of:
 - (1) the department of correction; or
 - (2) a penal facility;

and the article is a cigarette or tobacco product (as defined in IC 6-7-2-5), the court shall impose a mandatory five thousand dollar (\$5,000) fine under IC 35-50-3-2, in addition to any term of imprisonment imposed under IC 35-50-3-2.

- (d) The offense under subsection (b) is a Class C felony if the article is:
 - (1) a controlled substance; or
 - (2) a deadly weapon; or
 - (3) a cellular telephone or other wireless or cellular communications device.

A person who commits a Class A misdemeanor shall be imprisoned for a fixed term of not more than one (1) year; in addition, he/she may be fined not more than five thousand dollars (\$5,000). (IC 35-50-3-2) A person who commits a Class C felony shall be imprisoned for a fixed term of four (4) years, with not more than four (4) years added for aggravating circumstances or not more than two (2) years subtracted for mitigating circumstances. In addition, he/she may be fined not more than ten thousand dollars (\$10,000). (IC 35-50-2-6)

It is a Class C infraction for a person to furnish an alcoholic beverage to a person confined in a penal facility. It is unlawful, also, for a person who has charge of a penal facility to knowingly permit a prisoner confined within his/her jurisdiction to receive an alcoholic beverage unless it has been prescribed by a physician as medicine for the prisoner (IC 7.1-5-10-16) or unless it is distributed as sacramental wine for a religious purpose by a minister, priest, or rabbi. [IC 7.1-1-2-3(a)(3)]

A person who commits a Class C infraction may be fined not more than five hundred dollars (\$ 500) [IC 34-28-5-4(c)].

I, the undersigned, have read and understand the above statutes. I recognize the potential danger of contraband or prohibited property of any nature entering or leaving the facility. I do hereby express my willingness to submit to a thorough search of my person, articles in my possession or any vehicle that I may operate on the grounds of the facility at any time that the Facility Head or designee authorizes. Such searches may include work areas, post assignment, and my living quarters, if on State property.

I understand that refusal to submit to such a search shall be cause to be refused entrance to the facility or to be removed from a facility and may constitute grounds for disciplinary action or referral for prosecution.

Signature	Date signed (month, day, year)
Signature of witness	Date signed (month, day, year)



REQUEST FOR BACKGROUND CHECK
State Form 9900390 (01-26)
INDIANA DEPARTMENT OF CORRECTION

Official Use only	
DATE PROCESSED	_____
INITIALS	_____
CRIMINAL HISTORY Y/N	_____
CLEAR TO PROCEED Y/N	_____
APPROVER'S INITIALS	_____

Plainfield Correctional Facility
ICI Warehouse Expansion

Facility/Parole District/Central Office

Reason for Background Check

By signing this document, you are aware of and have agreed to a criminal history check through the Indiana Department of Correction (IDOC) as part of a background screening. This applies to all open-source social media platforms. By signing this document, you are aware that the information received will be considered in our determination of approval/denial of employment, volunteer, contract, and visitation. This information will only be shared on an as need to know basis. Please print clearly and fill in with the correct information.

Last name	First	Middle	Maiden
Current Street Address	City	State	Zip Code
Address last five years	City	State	Zip Code
Date of Birth	State of Birth	Social Security Number	Driver License Number
State of Driver License	Sex	Race	Weight
Height	Hair	Eyes	Felony Conviction: Yes ___ or no ___ If yes, explain on back
Last Employer	Address	City	State
Optional: if there is no social security number, please provide a passport, green card, or visa number: _____ for _____			
Primary telephone number: _____ Email: _____			

Signature of Applicant **Date**

Authorization Signature **Date**

**INDIANA DEPARTMENT OF CORRECTIONS
ENVIRONMENTAL MANAGEMENT SYSTEM AWARENESS
AND ACKNOWLEDGEMENT FORM**

Notice to all contractors on-site:

The Indiana Department of Corrections (IDOC) has an environmental management system (EMS) in place to ensure compliance with environmental requirements and to minimize the potential for releases to the environment. As part of the EMS, all contractors must be notified of proper environmental procedures.

Prior to conducting any activities on-site that have the potential to pollute air, water, or land, please contact the facility physical plant director and safety hazard coordinator to ensure that permitting or reporting is not required. Additionally, if any fuel and/or oil storage tanks will be used on-site, contact the physical plant director and safety hazard coordinator prior to activities to obtain approval. If any hazardous waste will be generated from contractor activities on-site, contact the physical plant director and safety hazard coordinator to determine proper waste disposal procedures.

My signature below acknowledges that I have reviewed the EMS Awareness and Acknowledgement Form and that I understand it is my responsibility to comply with the environmental requirements of the IDOC according to the procedures listed above. If I am an upper-level contractor representative managing contractor employees, I understand that it is my responsibility to ensure that all contractor employees that I manage comply with IDOC procedures. If these procedures are not followed, I understand that the IDOC will discontinue the contractor work to ensure that environmental requirements are met prior to completing any additional work activities.

Name, Company, & Title: *(please print)* _____

Signature _____ Date _____