

Bermuda Department Corrections Workers Entrance Protocol

All contract workers are expected to respect and adhere to the policies and procedures of our facility. It is imperative that we maintain the safety and security of our environment and ensure that the daily operations of our facility are accomplished. Failure to abide by the policies and procedures of this facility will result in the termination of a worker at any time. To ensure that these objectives are met, please adhere to the guidelines.

1. All workers must report to the gatekeeper upon arrival to the worksite/facility and at the completion of the work day.
2. A copy of all workers photo identification will remain at the gate.
3. All workers will be subjected to a search, including K9 search, while on the property.
4. All workers must be properly attired when working on the work site.
5. Workers are only allowed in their designated work area.
6. Workers are to provide the facility with their cell phone number and its serial number.
7. No unauthorized items are permitted on the worksite or facility i.e. Cellphones, pagers, alcohol, or illegal drugs etc.
8. If a worker is suspected of being under the influence of any mind altering substance they will be escorted from the premises and will not be allowed to return.
9. Workers are not authorized to have any contact with the inmates.
10. Workers are not permitted to give anything (i.e. cigarettes, letters or money etc.) to inmates. To do so is illegal and the police will be informed.
11. All workers must obey the instructions of the officer on duty at all times.
12. The facility must be informed of any change in a designated work area or workers.
13. All tools must be checked in and out.

Please feel free to ask the officer in charge if there are any questions.

This is to certify that I..... have read the above guidelines and understand them. I further agree to abide by the mentioned guidelines.

Name of
Contractor:

Print Name

Signature

Witness:

Print Name

Signature

Date: _____

Date: _____