



Addendum

Delaware Department of Correction
James T. Vaughn Correctional Center
Project Name: JT VAUGHN CORRECTIONAL CENTER BUILDING "22" - ROOF REPLACEMENT
OMB/DFM/DOC Contract No: MJ3804000095

Tt Project No.: 200-26912-16012

Addendum No. 01
to
Drawings and Project Manual

May 2, 2017

To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:
Original DRAWINGS dated May 1, 2017
PROJECT MANUAL dated May 1, 2017.

Acknowledge receipt of the ADDENDUM in the space provided on the FORM OF PROPOSAL

This ADDENDUM consists of two (2) pages and the following:

GENERAL CLARIFICATIONS

NONE

CLARIFICATIONS FROM PRE-BID MEETING

- ITEM 1-C-1:** The attached Pre-bid Information – Agenda was reviewed and the following information was discussed in the May 1, 2017 MANDATORY PRE-BID MEETING:
- ITEM 1-C-2:** See the attached Pre-Bid Meeting Sign in Sheet for attendees.
- ITEM 1-C-3:** Pre-bid Information – Agenda Item number 11: Dean Seely (DOC) noted the Last Addendum if required shall be issued Friday, May 19, 2017.
- ITEM 1-C-4:** Pre-bid Information – Agenda Item number 18: Port-O-Sans shall be locked at all times.
- ITEM 1-C-5:** Pre-bid Information – Agenda Item number 20: Eric Smeltzer (DE DOC) added that Contractors can expect to only get approximately 6 hours of work done per day based on items 20, 21, and 22 in the Pre-bid Information.
- ITEM 1-C-6:** Pre-bid Information – Agenda Item number 22: Eliminate the fourth (4th) sentence and add the following as the fourth (4th) sentence to read: "Correctional Officers reserve the right to inspect and inventory all trucks and gang boxes."
- ITEM 1-C-7:** Pre-bid Information – Agenda Item number 27: Add the following to the end of the existing paragraph: Due to the fact that no cameras are permitted to be brought inside the facility. Eric Smeltzer (DOC) suggested if any photos are required at the walk-through that Tetra Tech provide an SD card and they request that Ernest Kulhanek (JTVCC Maint. / DOC) provide a DOC camera. If the Contractor wants to bring a tape measure

they will need to send a list of tools at the same time as they submit their Security Clearance Forms. See attached State of Delaware Department of Corrections – Security Clearance Forms. Contractor shall submit **ALL** sheets, even those left blank for DOC review when sending in for approval.

ITEM 1-C-8: Pre-bid Information – Agenda Item number 28: The Bid Form – Subcontractor List was reviewed and all were in agreement that the Subcontractor List as listed in the Project Manual was acceptable.

ITEM 1-C-9: Dean Seely (DFM) noted that Contractors shall make sure all blanks on the Bid Forms are completely filled in.

ITEM 1-C-10: Dean Seely (DFM) noted that Contractors are to make sure that they list each addenda separately on the Bid Form (i.e: Addenda 1, 2, 3, etc.).

ITEM 1-C-11: Dean Seely (DFM) noted that only the Prime Contractor shall be required to submit a copy of their Delaware Business License.

ITEM 1-C-12: Dean Seely (DFM) explained that Contractors submitting a bid must provide the all the required copies of “Affidavit of Employee Drug Testing Program” for themselves as the Prime and **ALL** other Sub-contractors with their bid submissions.

CHANGES TO PROJECT MANUAL

ITEM 1-C-13: Refer to SECTION 01 11 00 SUMMARY
1. Article 1.4.E. AMEND to read as follows:

“E. Project Representative: Joseph Dean Seely”

CHANGES TO DRAWINGS

ITEM 1-C-14: Refer to DRAWING AD-101

1. Drawing AD-101 which on Demolition Legend the hatch printed light on the “ISSUED FOR BID” set, REPLACE with the attached sheet AD-101.

ITEM 1-C-15: Refer to DRAWING A-141

1. Drawing A-141 which on New Work Legend the hatch printed light on the “ISSUED FOR BID” set, REPLACE with the attached sheet A-141.

ATTACHMENTS

PRE-BID INFORMATION – AGENDA
PRE-BID MEETING SIGN IN SHEET
BID DOCUMENT REGISTER
DE DOC SECURITY CLEARANCE APPLICATION
DRAWING AD-101 – ROOF DEMOLITION PLAN
DRAWING A-141 – ROOF PLAN

END OF ADDENDUM No. 01



Pre-Bid Information

Meeting Date: Monday May 1, 2017 @ 1:30 p.m.

Prepared By: Mark Reynolds

Tt Project No.: 200-26912-16012 JT Vaughn Correctional Center Building "22" - Roof Replacement / MJ3804000095

Regarding: General Pre-Bid Information - Agenda

Item Number	Item
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1. Project consists of replacement of the existing roofs for Building 22 (MHU) at the JTVCC with a new SBS modified system on new tapered insulation at center penthouse areas (Base Bid) and new shingle roofing system on existing plywood decking on metal decking at the four (4) housing wings (Alternate No. 2). The flat roof area work shall also include the replacement of the metal flashing, provide new strainers and clamping rings for existing roof drains / overflow roof drains. The sloped roof housing wing area work shall also include the replacement of the metal flashing and roofing accessories as required to complete the roof replacements. Project will be constructed under a single prime contract.
2. This is a mandatory Pre-Bid Meeting and Bidders are limited to those in attendance that are prequalified.
3. Project documents can be purchased at Tetra Tech's office for a non-refundable handling fee of \$100 per set.
4. Sealed bids for this project will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, at the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901 until 2:00 p.m. local time on Tuesday, May 23, 2017, at which time they will be publicly opened and read aloud. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.
5. The Wage Rates for this project shall be as determined by the Delaware Department of Labor and Division of Industrial Affairs for New Castle County. A certified copy has been included in the Project Manual. However, Contractors are responsible to contact the Delaware Department of Labor to receive verification of the most current Wage Rate Scale. Change order requests will be based upon these rates and the actual number of hours required to complete the work.
6. Only plan holders who purchased bid document sets from Tetra Tech will receive the ADDENDAS.
7. All discrepancies, questions or requests for clarifications or interpretations must be submitted to the Architects office at least seven (7) days prior to bid due date, Tuesday, May 16, 2017. Submit e-mails to Mr. Mark Reynolds' attention at mark.reynolds@tetrattech.com

8. Insurance requirements are listed in Section 00 81 13 General Contracting Requirements
9. Contractor must list themselves as the Subcontractor for all work which they propose to accomplish. All subcontractors doing work on this project will need to be listed on the bid form.
10. A Bid Security, in the amount of ten percent (10%) of the total amount of the Base Bid plus all additive alternates is required.
11. No Addenda will be issued later than four (4) days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which extends the time or changes the location for the opening of bids.
12. Each Bidder shall ascertain prior to submitting their Bid that they have received all Addenda issued, and shall acknowledge their receipt in the Bid in the appropriate space. List each Addendum individually on the Bid Form.
13. The Schedule of Values shall include a line item for the submission of the Project Closeout Documents. The value of this item shall be no less than 1% of the initial contract amount. Separate schedule of values is required for each roof project section.
14. The Contractor must submit certified weekly payroll receipts directly to the Delaware Department of Labor as required.
15. The Front End Specifications requires a two (2) year Warranty and Guarantee Period after acceptance by the Owner.
16. The Front End Specifications, the Performance and Labor & Material Payment Bonds shall be maintained in full force (warranty bond) for a period of two (2) years after the date of the Certificate for Final Payment.
17. All potential change orders need to be immediately brought to the attention of the Architect and site supervisor (PRS). Change orders must be approved prior to any work being done. The work will be tracked by PRS for the amount of hours required to complete each task within the change order.
18. Facility restrooms are not available. Port-O-Sans will be required.
19. Contractors shall submit a list of all proposed workers along with their completed DOC security clearance applications. Same applies to all Subcontractors and manufacturers' representatives.
20. Normal working hours are between 7:00 a.m. to 3:00 p.m., Monday thru Friday. No work on Saturdays and Sundays.
21. Contractors are required to sign in at the Main Entrance each morning before driving through the sally port. All Contractors shall enter and leave as a group with an escort (Maintenance Personnel or Correctional Officer). Allow up to 1 hour to enter or leave the Facility. Trucks should be kept clean, trash within the vehicle could increase the amount of time it takes the Correctional Officers to inspect the vehicles.
22. All vehicles and tool boxes shall be locked at all times. A list of tools must be supplied with each truck and/or gang box. Inventory shall be taken by the Contractors at the end of each work day. Correctional Officers reserve the right to inspect and inventory all trucks. Report all missing tools immediately. Leave all

unnecessary tools at the shop.

23. Contractors are advised that only limited movement will be permitted while inside the compound. Employee/Contractor/Subcontractor lunch breaks during normal working hours shall occur at the job site.
24. All utility shutdowns must be coordinated with DOC Maintenance.
25. No dumping will be allowed on the project site. Trash, debris and waste must be removed from the compound daily and from the site as required or directed. Dumpster location to be coordinated at the Pre-Construction Meeting.
26. The contingency allowance is to be included in your base bid.
27. The Pre-Bid walk-through for this project is scheduled for Monday, May 15, 2017 at 10:00 a.m. Joseph Dean Seely from the State of Delaware OMB/DFM shall provide security forms by e-mail for James T. Vaughn Correctional Center. It was requested that all contractors complete the form and must have their security clearance applications submitted by email directly to Ernest Kulhanek at ernest.kulhanek@state.de.us by Monday, May 8, 2017, close of business (COB), to allow time for the security clearance process. In addition, provide Mark Reynolds mark.reynolds@tetrattech.com and Joseph Dean Seely joseph.seely@state.de.us the list of employees you plan on having attend the site visit by Monday, May 8, 2017 COB. All contractors are to report to the Maintenance Building. If you are not there by 10:00 a.m., you will not be permitted into the facility.
28. The Bid Form – Subcontractor List shall be reviewed, which list five (5) Sub-Contractor as follows: Roofing, Mechanical, Plumbing, Electrical, and Caulking.
29. Contractors are required by the State of Delaware, as of the beginning of 2016 to have a Drug Testing Program that must comply with the State of Delaware's requirements and sign the Bid Form – Affidavit of Employee Drug Testing Program in acknowledgement. The Prime Contractor and all Sub-Contractor's shall be required to fill-out and sign the Bid Form – Affidavit of Employee Drug Testing Program in acknowledgement.



TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

Building 22 Roof Replacement
James T. Vaughn Correctional Center

Tt PROJECT NO.: 200-26912-16012
DATE: May 1, 2017

Name	Company	Physical Address	Telephone	Fax	e-mail
1 Chris Smith	Sutton, Inc.	Durham, NC 28518 61 Cathy Ln.	609-447-6200	609-447-6206	salesadmin@jotam.com
2 Rich Michel	D.A. Nolt, Inc.	53 Cross Keys Rd	856-753-9333	856-753-4934	MATT@DAWOLF.COM
3 Ryan Jackson	Amaker Inc	72 Clinton St	302-834-8664	834-8681	Amaker@Aol.com
4 TOM CONLON	DFM	540 S. Dupont Hwy	(302) 734-5644	(302) 739-6148	THOMAS.CONLON@STATE.DE.US
5 ERIC SMELTZER	DOC	245 MCKEE ROAD DALLER, DE 19904	302-857-5261	302-739-8224	eric.smeltzer@state.de.us
6 JOSEPH DEAN SEELY	DFM	540 S. Dupont Hwy DALLER, DE 19901	302-739-5261	302-739-6148	Joseph.Seely@state.de.us
7					
8					
9					
10					
11					
12					
13					

Building 22 Roof Replacement
James T. Vaughn Correctional Center

200-26912-16012

Bids Due: 2:00 p.m., May 23, 2017 at
 State of DE OMB/DFM
 Facilities Management Office - Thomas Collins Building
 540 S. Dupont Highway, Ste.1 (Third Floor)
 Dover, DE 19901

REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY

\$ 100.00 per set

#01	<p>Name of Company: <u>JOTTAN INC</u></p> <p>Physical Address: <u>61 CATHY LANE,</u> City, State: <u>BERLINGTON BERLINGTON, N.J. 08518</u></p> <p>Contact: <u>CAROLINE SMITH</u> GC: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Phone: <u>609-447-6200</u> PRIME Fax: <u>609-447-6206</u> Date: <u>5-1-17</u> E-Mail: <u>SALESADMIN@JOTTAN.COM</u></p>
#02	<p>Name of Company: <u>DANOLT</u></p> <p>Physical Address: <u>53 CROSS KEYS ROAD</u> City, State: <u>BERLIN, NJ 08009</u></p> <p>Contact: <u>MATT OTT</u> GC: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Phone: <u>856-753-9333</u> PRIME Fax: <u>856-753-4963</u> Date: <u>5-1-17</u> E-Mail: <u>MATT@DANOLT.COM</u></p>
#03	<p>Name of Company: <u>DFM</u></p> <p>Physical Address: <u>540 SOUTH DUPONT HWY., SUITE 1</u> City, State: <u>DOVER, DE 19901</u></p> <p>Contact: <u>JOSEPH DEAN SEELY</u> GC: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Phone: <u>302-739-5261</u> Fax: <u>302-739-6148</u> Date: <u>5-1-17</u> E-Mail: <u>Joseph.seely@state.de.us</u></p>

SECURITY CLEARANCE APPLICATION
DELAWARE DEPARTMENT OF CORRECTION

PLEASE PRINT CLEARLY

WHO SHOULD COMPLETE THIS FORM:

- i. Applicants requesting one-time access or occasional access (whether for one facility or multiple facilities)
- ii. Applicants requesting a badge for access to one or more facilities (frequent access for period of 1 year or more)
Note: These applicants will be directed to Human Resources after this form is approved
- iii. Individuals requesting to schedule an offender visit may be asked to complete this form.

Volunteers, interns and professional service visitors must attach a letter from their sponsoring organization. Letter must be on agency letterhead, signed by the agency's director and include the name and title/role of the applicant and the name of the program.

WHO SHOULD NOT COMPLETE THIS FORM:

- (1) Attorneys
- (2) Employees of DOC's contracted medical/behavioral health provider (please contact DOC's Human Resources directly)

SECTION 1: PERSONAL INFORMATION & CRIMINAL HISTORY

NAME: _____
(LAST) (FIRST) (MIDDLE)

PLEASE LIST ALL OTHER NAMES YOU HAVE USED INCLUDING MAIDEN, NICKNAMES AND RELIGIOUS NAMES:

DOB: _____ PLACE OF BIRTH: _____ SSN#: _____

SEX: MALE / FEMALE RACE: _____ DRIVER'S LICENSE #: _____ STATE: _____

ADDRESS: _____ APT #: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: HOME: (____) _____ WORK: (____) _____

EMAIL: _____

PLEASE LIST WHICH FACILITY(IES) YOU ARE REQUESTING ACCESS TO:

PLEASE SELECT TYPE OF ACCESS REQUESTED

- Offender Visit
- One Time Access (i.e. single event) *No badge issued
- Occasional Volunteer or Service Provision (Less than 3 days per week or less than 165 days per year for a period of one year or less) * No badge issued
- Frequent/Long Term Volunteer or Service Provision (At least 3 days per week or 165 days per year for a period of one year or more) * You will be directed to HR to fill out a badge application packet after this form has been approved by the respective DOC Bureau Chief

DO YOU HAVE ANY ARRESTS FOR CHARGES OTHER THAN TRAFFIC TICKETS (WHETHER CONVICTED, DISMISSED, NOLLE PROSSED, OR PARDONED)? NO/YES (IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE ATTACH A SEPARATE SHEET.

COUNTRY: _____ DATE: _____

OFFENSE: _____

HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE OTHER THAN A TRAFFIC TICKET? NO /YES (IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE ATTACH A SEPARATE SHEET.

COUNTRY: _____ **DATE:** _____

OFFENSE: _____ **SENTENCE:** _____

ARE YOU PRESENTLY UNDER DEPT. of CORRECTION SUPERVISION: NO/YES (IF YES, WHAT): _____

ARE YOU RELATED TO OR KNOW ANYONE INCARCERATED AT A DOC FACILITY; NO/ YES

IF YES, NAME OF INMATE AND YOUR RELATIONSHIP TO THEM: _____

SECTION 2: JUSTIFICATION FOR SECURITY CLEARANCE REQUEST *DO NOT COMPLETE THIS SECTION IF APPLYING FOR AN OFFENDER VISIT. IF REQUESTING ONE-TIME PRISON ACCESS FOR A SINGLE EVENT, ONLY ANSWER THE QUESTIONS MARKED WITH AN ASTERISK (*).*

***REASON FOR CLEARANCE:** _____

***DATE(S) OF ACTIVITY:** _____ ***ORGANIZATION:** _____

***PROGRAM NAME:** _____

***JOB TITLE:** _____ ***HOW LONG EMPLOYED/VOLUNTEERING:** _____

ORGANIZATION ADDRESS, PHONE NUMBER, AND EMAIL:

WHAT TYPE OF VOLUNTEER OR PROFESSIONAL SERVICES WILL YOU BE PROVIDING?

DESCRIBE YOUR QUALIFICATIONS FOR PROVIDING PROFESSIONAL OR VOLUNTEER SERVICES:

LIST ANY PAST OR PRESENT PROFESSIONAL OR VOLUNTEER ORGANIZATIONS YOU PARTICIPATED IN (INCLUDE NAME, LENGTH OF SERVICE, CONTACT PERSON, AND PHONE NUMBER OR EMAIL):

SECTION 3: PLEASE READ AND SIGN ALL APPLICANTS MUST COMPLETE THIS SECTION

I understand that DOC authorities will verify my criminal record information. I also understand that my application may be rejected for any reason.

SIGNATURE: _____ **DATE:** _____

DOC USE ONLY:

The following is the result of the DELJIS and NCIC records checks:

DELAWARE WANTS/WARRANTS _____ DELWARE CRIMINAL HISTORY _____

NCIC WANTS/WARRANTS _____ NCIC CRIMINAL HISTORY _____

DELJIS/NCIC
INVESTIGATOR _____ SIGNATURE _____ DATE _____

APPROVED _____ APPROVAL EXPIRES ON: _____

DENIED _____

IF DENIED, PLEASE INDICATE REASON BELOW:

- (1) Dishonest/incomplete application;
- (2) Active pending charges/warrants/capiases;
- (3) Any criminal conviction within the past two years;
- (4) Any incarceration in a Delaware correctional facility within the past three years;
- (5) Pending litigation against DOC involving applicant, arrest for escape, conviction for smuggling prison contraband, affiliation with confirmed security threat group, or previous institutional misconduct relating to the security, life, safety, and health of the facility while incarcerated;
- (6) Other (See Investigation for info).

REVIEWER'S SIGNATURE: _____ DATE: _____

A GUIDE TO THE PREVENTION AND REPORTING OF SEXUAL ABUSE AND MISCONDUCT WITH OFFENDERS

PREA Information for Contractors, Vendors, and Volunteers with Limited Contact with Offenders

Please Read, Sign, and Return this Acknowledgement Form with the Security Clearance Application

Staff Sexual Misconduct

Delaware Department of Correction (DDOC) policy 8.60 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: contractors, vendors and volunteers of the DOC. An “offender” means someone incarcerated in a correctional facility or under supervision in the community. DDOC policy 8.60 contains detailed descriptions of what constitutes sexual misconduct and staff misconduct of a sexual nature (Policy 8.60 is available on the DDOC website at: http://www.doc.delaware.gov/downloads/policies/policy_8-60.pdf)

Forms of sexual misconduct include, but are not limited to:

1. Any behavior of a sexual nature directed toward an offender by a Department staff, contract staff, or volunteer.
2. Inappropriate touching between offenders and staff.
3. All completed, attempted, threatened, or requested sexual acts between Department staff and the offender.
4. Sexual comments and conversations with sexually suggestive innuendos or double meanings.
5. Display or transmittal of sexually suggestive posters, objects, or messages.

Depending on the investigation findings of an alleged incident, the outcome may result in the loss of your job/assignment and the 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.

An Abuse of Power

Due to the imbalance of power between offenders and staff in correctional settings, sexual interactions between staff (who have power) and offenders (who lack power) are unprofessional, unethical and illegal. Some offenders who lack power may become sexually involved with staff in an effort to equalize the imbalance of power. Occasionally an offender may try to use sex to improve his/her standing or circumstances (e.g., better job, avoid disciplinary action, affect a release plan, gain privileges, etc.). As a DOC contractor, vendor 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.

Because of the imbalance of power between offenders and staff, vendors, contractors and volunteers, there can never be a consensual relationship between staff and offenders. In fact, the law states “consent” is not a defense to prosecution. Here are some factors to consider.

Some staff don't think of offenders as 'victims' of staff sexual misconduct, especially when the offender appears to be a willing participant or even initiated the sexual or 'romantic' interactions with a staff member. The offender is always the victim because of the imbalance of power. The consent or willingness of an offender to participate may be a survival strategy or a learned response to previous or current victimization. Many offenders have a history of victimization (physical and/or sexual abuse), 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 survive. Coupled with low self-esteem, this carries over into their conduct in prison and while under community supervision.

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. 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/or bring this matter to the attention of a DOC employee before it gets out of control.

Red Flags:

The following are behaviors or 'red flags' that may signal you or someone you work with is in danger of engaging in sexual misconduct with an offender:

- Spending a lot of time with a particular offender
- Change in appearance of an offender or staff member
- Deviating from agency policy for the benefit of a particular offender
- Sharing personal information with an offender
- Horseplay
- Overlooking infractions of a particular offender
- Doing favors for an offender
- Consistently volunteering for a particular assignment or shift
- Coming to work early/staying at work late
- Flirting with an offender

Some Other Things to Consider:

Amorous or sexual relationships with an offender are seldom a secret. Such behavior will subject 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).

Amorous or sexual relationships are inappropriate and illegal when they occur between an offender and any staff member, contractor, vendor or volunteer. 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. 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.

How to Maintain Appropriate Boundaries:

Most staff/offender sexual misconduct occurs only after seemingly innocent professional boundaries have been crossed. The following behaviors will assist you in maintaining appropriate boundaries:

- Maintain professional distance
- Focus behavior on duties and assignments
- Do not become overly close with offenders
- Do not share your own or other staff person's personal information with or around offenders
- When speaking to offenders about other staff, refer to the staff by their title or as Ms. or Mr.
- When speaking to offenders refer to them as Ms. or Mr. and their last name
- Do not accept gifts or favors from offenders
- Be knowledgeable of Departmental policy and procedure, rules of conduct and laws regarding sexual misconduct and sexual harassment.

A Duty to Report

Staff must report any inappropriate staff/offender behavior immediately. The presence of illegal and unethical behavior by staff compromises the security and safety of the agency. Staff that fail to report such behavior will be held accountable and sanctioned through dismissal. All efforts will be made to ensure the confidentiality of the reporting staff member.

I HAVE READ AND UNDERSTAND THE INFORMATION PROVIDED IN THIS DOCUMENT.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

ORGANIZATION / COMPANY _____

PROGRAM NAME: _____



DRAWINGS REDACTED