



# NON-DEPARTMENT PERSONNEL ACKNOWLEDGMENT FOR OFF-SITE WORK CREWS

1. Do not give or offer any unauthorized item(s) to workers.
2. Do not allow workers to use a telephone to place or receive calls while on the work site.
3. Do not allow workers to have visitors while on the work site or have interaction with individuals other than those associated with the project. Any unauthorized contact should be immediately reported.
4. Do not offer any favors to workers (e.g., mail a letter, place a telephone call, provide something to the worker, share food).
5. Do not allow a worker to operate equipment if they are not properly trained. Contact Department employees for questions regarding the use of equipment.
6. Do not take workers from the work site.
7. Immediately report if a worker cannot be immediately located. Work crew supervisors will ensure that workers are working in their assigned area(s).
8. Immediately notify the Department work crew supervisor/facility in case of an emergency, illness, or accident.
9. Immediately report inappropriate comments/behaviors by a worker.
10. Account for all tools and materials issued to a worker on the work site.
11. Keep contact with workers professional and comply with DOC 850.030 Relationships/Contacts with Individuals. Do not discuss personal life/issues with workers.

**I have read these rules, understand them, and agree to abide by them.**

_____	_____	_____
Non-Department personnel	Signature	Date
_____	_____	_____
Department employee	Signature	Date

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 16-01, RCW 42.56, and RCW 40.14.

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