



OFF-SITE WORK CREW SECURITY AUDIT

Work Crew Supervisor	Location	Number of workers on site
<input type="checkbox"/> Yes <input type="checkbox"/> No	Vehicle search logged on DOC 21-666 Off-Site Work Crew Daily Log	Time: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Counts were conducted and accurate	Time: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Gate cards kept secure	Location: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Vehicle kept secure as necessary	Comments: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	DOC 21-516 Daily Tool Accountability complete	Comments: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Current/accurate log book/activity sheet	Comments: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Post Orders/Operations Manual	Comments: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Required equipment available	Comments: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Community members present	Comments: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Safety gear accounted for and documented on DOC 21-666 Off-Site Work Crew Daily Log	
<input type="checkbox"/> Yes <input type="checkbox"/> No	DOC 03-443 Non-Department Personnel Acknowledgment for Off-Site Work Crews signed.	<input type="checkbox"/> N/A

WORKER INTERVIEW

Worker name	DOC number	Assignment
<input type="checkbox"/> Yes <input type="checkbox"/> No	Site boundaries easily identified?	Comments: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Understands site expectations?	Comments: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Understands how to report emergencies?	Comments: _____

POTENTIAL SECURITY RISKS

COMMENTS

Auditor/Inspector	Signature
Position/Title	Date
	Time

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. Upon completion, the data classification category may change.

Distribution: **ORIGINAL** - Employee Supervisor **COPY** - Captain/Work Program Security Manager