



# Contractor/Vendor Agreement and Training Acknowledgement

**I have received orientation/training on each of the items below. My initials indicate I understand and agree to abide by the following requirements:**

1. \_\_\_\_\_ Vendors, maintenance, service, construction, repair, barber contractors and their employees are required to sign in and out at the Central Operations Center (COC).
2. \_\_\_\_\_ I agree to wear a facility issued visitor badge while on campus and return it to COC.
3. \_\_\_\_\_ I agree to inventory all tools and equipment ([\*\*CS 1139-Vendor Inventory Log\*\*](#)) prior to admittance into the secured perimeter and prior to leaving the facility. Tools/equipment will never be left unattended.
4. \_\_\_\_\_ I agree not to use state-owned tools or equipment but will only use my own tools to perform the contracted job.
5. \_\_\_\_\_ I agree to only enter the secure perimeter with a YDC staff escort. I agree to follow all instructions of the YDC staff during any type of emergency situation while on campus. I understand that I may be required to remain on campus until the emergency situation is resolved.
6. \_\_\_\_\_ I agree not to have any weapons, alcohol, any type of narcotics, prescribed drugs or firearms in my possession while on campus. Anyone in violation of this rule is subject to arrest and prosecution under the laws of the State of TN.
7. \_\_\_\_\_ I agree to maintain complete confidentiality of all youth seen while providing service at the Youth Development Center.
8. \_\_\_\_\_ I agree not to communicate or come in contact with youth (Exception: barber).
9. \_\_\_\_\_ I agree not to take any items from or give any items to youth for any reason.
10. \_\_\_\_\_ I agree not to bring a cell phone in the facility. It must be left in the vehicle.
11. \_\_\_\_\_ I agree to keep my vehicle secured and any work keys always in my possession.
12. \_\_\_\_\_ I agree to thoroughly check the work area prior to youth access to assure that no tools, scrap items or any other item has been left behind.

In addition to the rules on the previous page, the following Policies and Procedures have been explained to me, and my initials indicate I agree to abide by them:

1. \_\_\_\_\_ [DCS Policy 1.9 Prohibition of Use of Tobacco Products](#)
2. \_\_\_\_\_ [Memo: Guidelines for Smoking and Non-Smoking Tobacco Products](#)
3. \_\_\_\_\_ [DCS Policy 4.10 Conflicts of Interest](#)
4. \_\_\_\_\_ [DCS Policy 4.20 Workplace Harassment](#)
5. \_\_\_\_\_ [DCS Policy 8.8 Zero-Tolerance Standards and Guidelines for Abuse Assault, Harassment or Rape Incidents and PREA](#)
6. \_\_\_\_\_ [CS-0940 Employee/Volunteer/Contractor Acknowledgement and Notification of Prison Rape Elimination Act \(PREA\)](#)
7. \_\_\_\_\_ [DCS Policy 27.26 Key and Tool Control in YDC's](#) (Sections K and P)
8. \_\_\_\_\_ [CS-1139 - Vendor Tool Inventory Log](#)

\_\_\_\_\_  
Service Provider (Print Name)

\_\_\_\_\_  
Service Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
YDC Witness (Print Name)

\_\_\_\_\_  
YDC Witness Signature

\_\_\_\_\_  
Date