



DOC WORK CREW

Information for Department of Corrections (DOC) Work Crew

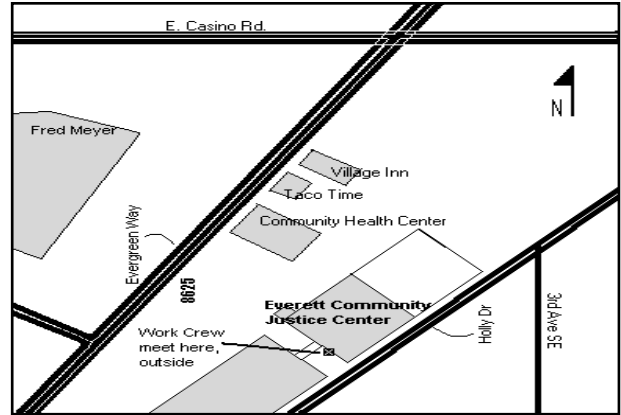
An approved work site of the Washington State Department of Corrections
located at the Everett Community Justice Center
8625 Evergreen Way, Suite 108, Everett, Washington 98208

Work Crew operates Monday through Friday, from 8:00 AM to 4:00 PM EXCEPT on Holidays.

This DOC Work Crew is supervised by Correctional Officers

When participating in this DOC Work Crew :

- ❖ Report to Suite 108 main lobby no later than 8:00 AM
- ❖ **BE ON TIME**
- ❖ Be in good physical condition
- ❖ Be dressed to work outside and in **any** weather
- ❖ Wear **appropriate** shoes or boots to work outside and in the weather.
- ❖ **BRING** your lunch and water
- ❖ Do not call the work crew officers to report.
Contact the Drug Court Coordinator about failure to report.
- ❖ Parking during the week is limited, **do not** park in the parking lot around the Community Justice Center.
- ❖ If the work crew supervisor has not arrived by 8:30 AM report to suite 108 reception desk to have your sheet signed. **Make sure you list "Drug Court"**. You may then leave for that day.



◆ IMPORTANT INFORMATION ◆

- ❖ Offenders with allergies to grasses and pollens are urged to possess appropriate medications.
- ❖ Offenders with severe allergies to bee stings are strongly urged to obtain an anaphylaxis kit from their medical provider.

WORK CREW REFERRAL

_____ has been ordered to complete _____ days

Work Crew by 12:00 PM (noon) Thursday, _____.

You must have the work crew supervisor fill in the date you attend and sign.

Date	Work Crew Supervisor

***Turn this sheet into your Drug Court Coordinator
It is due by 12:00 PM (noon) on Thursday prior to Court, or FAX it to (425) 388-3597.
Thank You.**

DOC Work Crew Orientation

1. The safety of the public, offenders and staff is of utmost importance- maintain safe work and behavior standards at all times.
2. Always wear seat belt/ shoulder harness while in vehicle.
3. Be aware of the location of the vehicle fire extinguisher.
4. Climb/ step down from the vehicle- DO NOT JUMP!
5. Wear safety vest, hard hats, gloves and other items as directed.
6. Personal Protective Equipment (PPE) i.e. dust masks, eye protection, and other items, is available upon request, and there be times when wearing PPE will be mandatory.
7. Use/ operate any tools or equipment only with staff direction and approval. Ask staff for instruction on safe use of tools or equipment, and always handle and use items in a safe manner.
8. Be aware of your surroundings, i.e. traffic, other people, debris, animals, and safety hazards.
9. DO NOT touch any firearms, knives syringes/ needles, drug paraphernalia, waste products, or other potentially hazardous items, and report it immediately to your work crew supervisor if any of these items are found.
10. Immediately notify staff of any dangerous situation, hazardous item or personal injury.
11. Immediately notify staff of found items of value (wallets/ purses, money, credit cards, jewelry, etc.)
12. Alcohol and drug usage is not permitted. DO NOT report under the influence of, or suffering the effects of, such substances.
13. Dress in clothing suitable for work (NO tank tops, excessively baggy, or tight items, bare midriff tops, shorts, spandex, and items with inappropriate markings, excessive or costly jewelry). Remember that clothing may be soiled or damages while on crew.
14. Wear footwear suitable for outdoor work (NO sandals, or open toed shoes).
15. Cell phones, pagers, radios, disc players, MP3 players, purses, video games or similar items are not authorized.
16. Fighting, giving the appearance of fighting or horseplay is not authorized.
17. Remain with your work crew supervisor unless granted permission to leave by staff. Entry into buildings and businesses without staff permission is not authorized.
18. Be respectful of the public, other individuals on the crew, and staff. Sexual harassment, ethnic slurs, vulgar language and inappropriate jokes/ comments are not authorized.
19. Act appropriately while in public. Yelling whistling or signaling passing traffic or pedestrians is not authorized: however you may return a friendly wave. Minimize contact with the public and refer any inquiries to work crew supervisor.
20. Return all checked out items, if items not returned at the end of day you will not get credit for hours.
21. I understand the crew does not operate on state approved holidays.
22. I will take my work breaks when authorized by the crew supervisor. I will not smoke in unauthorized area.

I have read, or have read to me, these crew requirements and agree to abide by them and with all directives given by DOC crew supervisors. I understand that failure to abide by these requirements will result with getting kicked off work crew.