



## CONTRACT STAFF WHO PROVIDE SERVICES FOR MULTIPLE FACILITIES CHECKLIST

The following checklist will be completed when yellow identification cards are issued to contract staff who provide services to more than one facility.

This requirement is for initial training as well as annual training for all yellow identification card contractors.

Documentation will be forwarded to each facility where services may be provided by the contract staff within 30 days of initial hire and by July 15 of each year for annual training thereafter.

The employee who issues the yellow identification card, no matter where the contract staff will provide services, will be responsible to share the documentation as required for audits and facility records for each facility.

### INITIAL DOCUMENTS

- Proof of training records
- Copy of contract
- DOC 05-370 Request for Criminal History Record Information WASIS/NCIC III Check  
WACIC/NCIC Check
- DOC 03-506 Sexual Misconduct and Institutional Employment/Service Disclosure
- Copy of all signed acknowledgments including Acknowledgement of Understanding of PREA training completed.

### ANNUAL DOCUMENTS

- Proof of training records
- Notification of status changes (e.g., restrictions, suspensions, terminations)
- All annual training
- Online training records
- Contract amendments
- Confirmation of criminal history checks (every 5 years)

### CONTACT INFORMATION

Name of contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Point of contact for documents: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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.

Distribution: **ORIGINAL** - Affected PREA Compliance Manager      **COPY** - Contract file