



Multnomah County Sheriff's Office

"A Safe and Thriving Community for Everyone"

CONTRACTOR / VISITOR FACILITY ENTRY AGREEMENT

I understand that as a visitor or contract employee requesting access to any MCSO-controlled area or facility, I must first agree to and abide by all of the following MCSO rules and policies. I also understand that any documented violation of these rules may result in an immediate revocation of access.

1. I agree to present my valid, government-issued photo identification for verification of approved access whenever entering any MCSO detention facility, or any MCSO-controlled premises. I also understand my identification will be securely held until any visitor badge or facility keys issued are returned.
2. I agree to wear the provided identifying badge or tag, displaying it in a visible area from the collar or a lanyard, at all times while upon any MCSO-controlled premises.
3. I agree to follow all safety and security directives given by any MCSO staff member. I understand that if I challenge any directive given to me by any MCSO staff member, my access may be revoked.
4. I agree not to be impaired by any intoxicants while upon any MCSO-controlled premises.
5. Professional conduct is required at all times while upon any MCSO-controlled premises. Jokes, pranks, or other banter that are derogatory or show hostility will not be tolerated.
6. I agree to not use coarse, violent, or profane language which would include epithets or slurs because of race, color, religion or creed, national origin, age, sex (including gender, gender identity, or sexual orientation), marital or familial status, physical or mental disability, political affiliation, source of income, or any other protected status while upon any MCSO premises.
7. I agree to never interfere or get involved with any interaction between MCSO staff and adults in custody, under any circumstances.
8. I understand and agree to never engage in a threat of violence with any adult in custody, MCSO staff member, visitor, or any member of the public while upon any MCSO-controlled premises.
9. I will not give anything to, or take anything from any adult in custody, unless my job duties require me to do so.
10. I will not engage in conversation or attempt to contact any adult in custody, either verbally or physically, unless my job duties require me to do so.
11. For safety reasons, I understand that while working upon any MCSO-controlled premises, I must wear closed toed shoes and that wearing uniforms or clothing resembling MCSO Corrections issued attire (e.g., scrubs or clothing orange in color), is prohibited. I understand that I may dress in a way that corresponds with my cultural identity, gender identity and/or gender expression. I understand that I may not wear attire that includes potentially offensive images or wording. Prohibited images and/or wording includes, but are not limited to the following: Displaying hate motivated images, statements or behaviors, illegal activities, use of drugs or drug paraphernalia (legal and illegal), obscene gestures or language, profanity, sexual references, or violence. MCSO Facility Command staff may deny access if any attire violates the policies and values of the MCSO and Multnomah County.
12. I understand that I must wear any personal protective equipment or approved safety equipment as required, and that only items deemed essential to my work duties will be permitted.
13. I agree not to bring any electronic devices, to include cellular telephones or two way-communication devices, into the secure areas of the jail unless I am specifically authorized to do so by MCSO Facility Command staff.
14. Any questionable items needed to perform specific job duties, must be approved by MCSO Facility Command staff prior to admittance, and may be required to be secured in a locking tool box if being brought into detention areas. No glass or metal containers, or any item clearly defined as a weapon and not a tool, will be permitted in detention areas. There are lockers located in the detention facility lobbies that you may use to store any prohibited or unnecessary items. MCSO is not responsible for items left in lockers.
15. I understand that all items brought into detention areas are subject to search by MCSO staff, and agree to allow MCSO staff the ability to inventory all items both when entering, and exiting the detention areas.

16. I understand that while working upon any MCSO-controlled facility premises, items must never be left unattended, and that I must immediately notify MCSO staff if any items appear to be missing.
17. To prevent the introduction of contraband into detention areas and weapons in other MCSO-controlled premises, MCSO staff may require you submit to a search of your person and/or belongings. You may refuse to submit to a search; however, doing so will result in your inability to access the facility.
18. When any search is required, it is important to know that MCSO is dedicated to providing a safe and respectful workplace environment. We will make every effort to accommodate individual cultural and/or religious beliefs and before a search takes place. Every individual may state their preference with regard to the gender identity of the MCSO staff conducting the search.
19. I understand that bringing contraband into the secured areas of any correctional facility is a class C felony under ORS 162.185 – Supplying Contraband, and that doing so is punishable by up to five years in prison and a fine of up to \$100,000. Contraband can be defined as any item not approved, issued, or sold by the Corrections Division, and may include money, keys, weapons, or any items that may be used as a weapon, sexually explicit materials, and drugs to include tobacco and marijuana products.
20. I understand that while working within any MCSO-controlled facility, all doors or electronically-accessed areas shall remain secure at all times.
21. I understand that work areas should remain clean and free of obstructions/hazards, and that I am required to dispose of any construction debris or garbage outside of the detention area whenever possible. Nothing is to be left inside, or placed into a trash receptacle within any MCSO detention area.
22. Under no circumstance should any facility keys, electronic access cards, badges, or property not belonging to or owned by you or your company, be removed from any MCSO-controlled premises. This includes anything found in the garbage (e.g., paper rolls, food, cans, and literature.)

Prison Rape Elimination Act 2003 (PREA)

PREA was enacted and signed into Federal law in 2003, for the purpose of establishing a zero-tolerance standard for the incidents of sexual abuse and sexual harassment in confinement, including local jails/detention facilities. PREA requires that each agency meets national standards for the detection, prevention, response and punishment of sexual abuse and sexual harassment. Anyone who commits sexual abuse or sexual harassment against an adult in custody will be prosecuted, where applicable. Adults in custody have the right to be free from sexual abuse and sexual harassment and free from retaliation for reporting these incidents. When entering an MCSO facility, you are required to report any allegations of sexual abuse or sexual harassment that you witness, learn about or suspect. All allegations of sexual abuse and sexual harassment are taken seriously and investigated.

I have carefully read and understand the contents of this document, and the “Prison Rape Elimination Act 2003 (PREA)” information above. I understand that I will be held accountable to the zero-tolerance standard set in the Prison Rape Elimination Act of 2003 (PREA), and that once signed, this document will act as a binding agreement between the signee and the Multnomah County Sheriff’s Office. I understand that if I violate any condition of this agreement, or any rules set forth, I will be removed from the facility and/or work being performed. Furthermore, I also understand that by signing this entry agreement, I release the Multnomah County Sheriff’s Office of any liability associated with any activities occurring upon any MCSO-controlled premises, or detention facility.

Printed Name

Signature

Date

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