

## **Metropolitan Water Reclamation District (MWRD) Police Department Contractor Security and Compliance Memo**

### **Contractor Employee Registration and Security Passes**

- **Contractor must submit the following to the Resident Engineer** before entrance passes are issued:
  - Employee names
  - Driver's license numbers (including state of issue) or other verifiable identification
  - Proof of vehicle insurance (if applicable)
  - Completed "Contractor Information Sheet" (attached), including the expected end date of the contract.
- The Resident Engineer will **email the request to the District Police Sergeant** at their location.
- The Resident Engineer **will be notified by email** when the passes are ready.
- Contractors **must notify the Police Sergeant's Office** when employees are no longer working on the job site or when the contract is completed.

### **Facility Access and Pass Requirements**

- Contractor employees **must show their pass numbers** when entering and leaving any District facility.
- **Violations may result in the loss of driving or entrance privileges.**
- Passes must be **displayed on the dash or windshield** of parked vehicles.
- Contractor employees are **not permitted** to enter any District facility on weekends, district holidays or outside working hours unless **pre-approved** by the District Police through the Resident Engineer by close of business on the last working day prior.

### **Traffic, Parking and other Regulations**

- Contractor employees must park only in areas **designated by the Resident Engineer**.
- All traffic laws will be enforced under the provisions of the **Illinois Vehicle Code**.
- **Prohibited on District property:**
  - Children
  - Alcohol or drugs
  - Weapons (except as provided under the **Firearm Concealed Carry Act**)
- Firearm Restrictions:
  - Firearms are **prohibited inside any building** or structure on District property
  - Individuals with concealed carry permits **must securely store their weapon in their vehicle** before entering the facility.
  - Violators of firearm policies are subject to enforcement under **[430 ILCS 66/65(a)(5)]**.

- Violators of state statutes, including the Illinois Vehicle Code, are subject to **arrest, traffic citations, and denial of driving privileges on District facilities.**

### **Equipment and Deliveries**

- Contractors are responsible for their **own equipment.**
- Equipment **cannot be taken from District facilities** on weekends, holidays or non-working hours **without prior notification** to the Police Unit by the Resident Engineer.
- **All equipment leaving District property must have an equipment pass** signed by the Resident Engineer. **This policy will be strictly enforced.**
- Deliveries outside working hours, on weekends or on District holidays **must be approved by the District Police** through the Resident Engineer.
- **A contractor representative must be present** to accept the deliveries; the District Police **will not** accept deliveries or letters.

### **Alarm System Requirements**

- Any alarm system installed on MWRD property **must be set to notify the MWRD Police.**
- Contractors **must notify** the MWRD Police when a new system is installed.
- At least **three emergency contacts and phone numbers** must be provided for alarm-related issues.

### **Compliance with Regulations**

- All Contractors and employees **must adhere to these policies** and any other District rules and regulations that apply.
- Failure to comply may result in **penalties, removal of access privileges, or other enforcement actions.**