

INTER OFFICE MEMORANDUM  
**METROPOLITAN WATER RECLAMATION DISTRICT  
POLICE**

**DEPARTMENT:** GENERAL ADMINISTRATION

**March 12, 2014**

**TO:** ALL CONTRACTORS

**FROM:** M. W. R. D. POLICE

**SUBJECT:** CONTRACTOR GUIDELINES

For a **Fire or Ambulance emergency dial 911**, and contact the MWRD Police.

For **Police emergencies contact the MWRD Police at (708) 588-4007**.

The contractor will submit a list of employee names, drivers license numbers, including state of issue or other form of **verifiable identification** and proof of vehicle insurance if applicable to the Resident Engineer. The Resident Engineer will e-mail the request to the District Police Sergeant at their location. Entrance passes will be issued for employees that are found to be eligible to enter MWRD facilities and the requesting engineer will be **notified by e-mail** when the passes are ready. The Police Sergeants Office must be **notified when employees are no longer working on the job site** and at the **completion of the contract**. Contractors must complete and return the "**Contractor Information Sheet**" (attached) including the expected end date of the contract before any entrance passes will be issued.

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 at District facilities.

Parking of contractor employee vehicles will be restricted to areas designated by the Resident Engineer. The entrance pass must be displayed on the dash or windshield of parked vehicles.

Contractor employees will not be permitted to enter any District facility on weekends, District holidays or non - working hours unless cleared through the District Police by the Resident Engineer **no later than close of business** on the last working day before.

All traffic laws will be enforced under the provisions of the Illinois Vehicle Code. No children, alcohol or drugs are allowed on District property. No weapons are allowed on District property except as provided for in the Firearm Concealed Carry Act. People lawfully permitted to carry a concealed firearm under the Concealed Carry Act are prohibited from carrying a weapon into any building or structure on District property and are required to safely secure their weapon in their vehicle.

**A licensee under this Act shall not knowingly carry a firearm on or into any building under the control of a unit of local government. [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.

Deliveries during non- - working hours, weekends and District holidays must be cleared through the District Police by the Resident Engineer. A contractor representative must be present to accept such deliveries. The District Police will not accept any deliveries and/or letters.

Contractors will be responsible for their own equipment.

No equipment will be taken from District facilities on weekends, holidays or non-working hours without prior notification to the Police Unit by the Resident Engineer.

**Any equipment leaving District property at any time must be accompanied by an equipment pass signed by the Resident Engineer. This will be strictly enforced.**

Any Alarm systems installed on any building, trailer or other location on MWRD property will be set to notify the MWRD Police. The contractor must notify the MWRD Police when a new system is installed and at least 3 emergency contact persons and phone numbers must be listed.

Contractors and contractor employees are required to adhere to these and all other District rules and regulations that may be applicable.

## **CONTRACTOR DRIVERS' LICENSES**

### **COMMERCIAL VEHICLE SAFETY PROCEDURES**

All contractors' drivers are required to have an appropriate and valid driver's license while driving on District property. The District Police will be making periodic random checks to ensure compliance.

The contractor shall be required to ensure the following: 1) trucks are properly licensed and Insured, safe to operate and 2) drivers hired by the contractor have appropriate and valid driver's licenses and have obtained a valid District pass. If the contractor fails to verify the validity of the licenses, the contractor may be subject to prosecution under 625 ILCS 5/6-506, which provides that no employer or commercial motor vehicle owner shall knowingly allow, permit, or authorize an employee to drive a commercial motor vehicle on the highway without a proper license.

The contractor will provide the designated resident engineer with a list of all drivers, their addresses and their driver's license numbers and proof of insurance, which are subject to random verification by the District Police. The resident engineer will forward this information to the District Police at the Stickney Plant and ID passes will be issued to authorized employees.

Any contractor driver involved in any property damage accident on District property must adhere to the following guidelines:

1. All drivers should remain with their vehicle until the District Police arrives at the scene of the accident. The driver's failure to remain at the scene will subject the driver to prosecution under applicable sections of the Illinois Vehicle Code.
2. Any property damage accident will require the driver to submit to portable breath test and/or chemical testing if an officer has probable cause to believe the driver was driving the commercial vehicle while having alcohol, drugs or controlled substances set forth in 625 ILCS 5/6-514.
3. Any violations of the Illinois Vehicle Code will result in the issuance of complaints (tickets) for the driver and any other remedies provided in the contract or under state law.
4. If the driver has a Commercial Driver's License and refuses to submit to the foregoing test or fails the test after an officer has probable cause to believe the driver was driving the commercial vehicle while having alcohol, drugs or controlled substances set forth in 625 ILCS 5/6-514, the driver may be placed out of service for 24 hours pursuant to 625 ILCS 5/6-517.

Any contractor driver involved in a personal injury or fatal accident on District property shall adhere to the guidelines listed above and these additional guidelines:

1. All drivers should remain with their vehicle until the District Police arrives at the scene of the accident unless medical treatment is required.
2. All drivers in a personal injury or fatal accidents will be subject to portable breath test and chemical tests pursuant to 625 ILCS 5/11-501.6.

**CONTRACTOR INFORMATION SHEET**  
(Return to Police Unit)

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone & Fax: \_\_\_\_\_

Location of Work: \_\_\_\_\_

Phone in Plant: \_\_\_\_\_ Contract #: \_\_\_\_\_

Start Date of Contract: \_\_\_\_\_

**End Date of Contract:** \_\_\_\_\_

Contact Person(s)  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Resident Engineer: \_\_\_\_\_

Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

**Other Information:**

**The Police Sergeants Office **MUST** be notified  
upon completion of the contract.**

MWRD Police Sergeants Office: 708 588-4007