



[Careers at DYS - Alabama Department of Youth Services](#)

[Vacca Campus - Alabama Department of Youth Services](#)

The Alabama Department of Public Health requires documentation verifying possession of the degree prior to employment. EXAMINATION • Open-Competitive to all applicants. • An Evaluation of Training and Experience as shown on the application will comprise 100% of the final score for the open-competitive register. HOW TO APPLY • Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office. • Apply on-line, by mail, by fax, or by email at [apply@personnel.alabama.gov](mailto:apply@personnel.alabama.gov). Applications will be accepted until further notice. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions

#### JOB INFORMATION

The Infirmery Registered Nurse is a professional permanent, full-time, part-time or per-diem position located on the Vacca Campus in Birmingham, AL.

MINIMUM REQUIREMENT(S) • Associate's degree or higher from an accredited\* college or university in Nursing or diploma in Nursing. ADDITIONAL REQUIREMENT(S) • Alabama Professional Nursing license as issued by the Alabama Board of Nursing; license number MUST be included on application.

#### JOB INFORMATION

The Infirmery Licensed Practical Nurse is a permanent, full-time, part-time or per diem position on the Vacca Campus in Birmingham, AL. This is a responsible sub-professional nursing position in providing nursing care to students in the campus infirmary.

MINIMUM REQUIREMENT(S) • Graduation from an approved school of practical nurse education. ADDITIONAL REQUIREMENT(S) • Possession of a license as a practical nurse as issued by the Alabama Board of Nursing. Applicants must include their license number on their application.

#### Key Responsibilities:

- **Student Intake:** H&P, Lab Collection, Vision & Hearing Screening
- **Nursing Care:** Provide direct student (patient) care, including assessing their needs and administering medications.
- **Assisting Physicians:** Support physicians during examinations, ensuring patient comfort and safety.
- **Patient Education:** Educate student, and their families about health conditions, treatment plans, and preventive care measures.
- **Record Management:** Maintain accurate health records, including medical histories, treatment plans, and progress notes.

- **Coordination of Care:** Collaborate with other multidisciplinary professionals to ensure comprehensive student care and effective communication among the healthcare and multidisciplinary team.
- **Administrative Tasks:** Manage appointment scheduling, inventory of medical supplies, and adherence to safety and infection control protocols.

### **Skills**

- **Communication:** Strong verbal and written communication skills to effectively interact with students and multidisciplinary team members.
- **Compassionate Care:** Ability to provide empathetic and patient-centered care.
- **Critical Thinking:** Strong problem-solving skills to assess patient needs and respond to emergencies.
- **Organizational Skills:** Ability to manage multiple tasks efficiently in a fast-paced environment.

## Vacca Nurse-Compliance Checklist

### Compliance Checklist:

- Every licensed nurse is accountable, responsible and liable to carry out their duties and only practice within their scope of practice as mandated in the statutes and policies of the Alabama Board of Nursing and Nurse Practice Act. As a DYS Contract Nurse, you are expected to treat our students with compassion. The students understand that respect is required of them as our nurses render care to them.
- Each nurse is expected to be on time for the start of their shift as a courtesy to your coworker, whom you are relieving. If you need to call out, please try to call the day before or at least 2 hours prior to the scheduled start of your shift. If absences are unexcused too often, your contract will be terminated. Please be reasonable, professional and courteous.
- Once a nurse is hired, and a start date is established, I will need to receive their Written Full-Time Contract (32-40 hrs) reflecting a 13-week commitment with start and end dates noted. Once I receive and sign it, the nurse may start. After the first day of orientation, the nurse will need to submit their availability in writing. I have no need for prn contracts at this time.
- Please issue timesheets to your staff.
- A work week starts on Sunday and ends on Saturday.
- Timesheets are expected to be turned in no later than each Monday morning. I have to calculate and approve all timesheets, which must correlate with the Gate Logs (security checks everyone in at the front gate) and my time and attendance sign-in book ( located inside the gatehouse)
- The nurses should confirm their check-in time with security staff each day upon arrival.
- Once I have approved and signed each timesheet, I will send each batch to the designated agency. The total batch is sent to the State Accountant in Montgomery as well as our campus Administrator and Campus Account Clerk. The Account Clerk pays the bills for our campus.

Nurse Clay  
Nurse Coordinator  
DYS Vacca Campus



## Vacca Campus Medical Standards of Practices and Expectations

### Time and Attendance

1. Staff must sign in at the time of arrival and departure, not the time of the scheduled shift.
2. Tardiness is defined as signing or clocking in more than 7 mins after the start of your scheduled shift. Furthermore, employees are not allowed to clock or sign in more than 7 mins before the start of their shift.
3. If a staff member is going to be tardy, communicate with a supervisor or on-call nurse.
4. If employee is unable to work an already scheduled shift, it's expected that they attempt to get it covered before notifying supervisor.
  - a. If an employee calls off a shift, they will not be allowed to make it up later.
5. When calling off a shift, staff must provide a 2-hr. notice. A doctor's excuse may be requested prior to returning to work. Provider documentation will be required when out for longer than 2 days.
6. Time off requests will be taken into consideration by 1<sup>st</sup> come 1<sup>st</sup> serve, priority, and availability. There is no guarantee of approval or accommodation.
  - a. Request made after schedule has been distributed will be considered based on clinic coverage and availability.
  - b. State Nurses: Time-off requests should be submitted ASAP through Kronos portal.
  - c. Contract Nurses: Availability should be submitted prior to the monthly deadline provided.

### Policies, Procedures, and Regulations

7. All employees must abide by DYS and State of Alabama policies and procedures. In addition, nurses are required to abide by HIPPA, American Nurses Association Code of Ethics, and administer care designated within their scope of practice.
8. Employees are expected to demonstrate compliance and cooperation to protocols, standards, and regulations set forth by facility and this department.
9. The after-hours on-call nurse should be contacted whenever there's a medical emergency, need for follow-up, an incident or information report is initiated, or if there are any questions or concerns. If unable to reach an on-call nurse after 2 tries (15 minutes apart), contact the Nursing Coordinator.

### Performance

10. A nurse must be relieved of their duties or have completed their assigned tasks before ending their shifts. Walking out without waiting for relief will constitute as abandonment.

11. Medical records request must go through a supervisor so that proper documentation is completed. Any request for PMH, direct them to the Nursing Coordinator.
12. A report sheet must be updated throughout the shift and given to the on-coming nurse during shift turn over.
13. Nurses must complete all assigned tasks within their shift.
  - a. All documentation must be completed prior to end of shift.
14. Nurses must be able to remain adaptable as healthcare and campus needs change consistently.

## Safety & Task

15. The medication cart is to remain locked at ALL times. There is 1 set of med cart keys and are dedicated to one nurse per shift. The designated med nurse shall be responsible for the medication cart for their remainder of their shift. Consequently, they will be responsible for the AM control substance count and administration of meds during their shift. Upon shift change, the PM med nurse will complete the 2<sup>nd</sup> control substance count and exchange the cart key.
  - a. Any medication discrepancies are to be logged on a *CS Discrepancy Reporting Form* and reported immediately to the Nursing Coordinator
16. Medication errors are to be reported immediately to the Nursing Coordinator after ensuring students' safety and appropriate measures taken dependent on the error.
17. All students must be escorted to the clinic by staff. If multiple nurses are on shift, a nurse may retrieve a student and escort them.
  - a. For PREA concerns, if a student is in the clinic, the front exterior door must remain open at all times.
  - b. Escorts (YSA, Security) must stand at doorway to protect the student's privacy unless the nurse's safety is a concern or the student provides permission.
  - c. When an exam requires privacy (genital, rectal) a male chaperone (preferably a supervisor) MUST be present.
    - i. If obtaining a urine *drug screen*, a male staff MUST be present and standing at the restroom door as to ensure no tampering.
    - ii. If obtaining a urine specimen, student may provide sample in clinic or from room.
18. Nurses will determine the safety of students to attend outdoor recreation. Use of heat index calculator and heat index chart will govern whether the students are allowed to safely go outside.
  - a. Any heat index over 95 degrees are NOT allowed to participate in outside recreations.
19. At end of shift, confirm **locked** med cart, return keys to "book safe", ensure radio is attached to base and charging, turn off clinic lights, and return clinic keys to security.

## Documentation

20. Pill pass starts promptly at 6am and 6pm beginning with scheduled medication and ending with prn meds. Any prn medications must be noted in the prn book and a *Sick Call Treatment* sheet completed.

21. Sick Call is Monday-Friday after school from 2:30pm to 4:30pm and after the final scheduled med is administered during evening med pass until 8 pm; and Saturday/Sunday/Holidays 9:30am to 11:00am and 2:30pm to 4:30pm. Outside of Sick Call hours, students will complete a *Sick Call Request Form* and will be called to the clinic during the assigned time frame to be seen by the nurse.
  - a. If an event occurs causing sick call to be delayed, the nurse will determine priority on assessing students requesting sick call.
22. When a student is remanded to a cell for time-out, a medical evaluation is always required.
  - a. If student refuses medical attention, there was no physical altercation, or no restraints used, a *Nursing Evaluation Form* is all that's needed.
  - b. If a physical altercation occurred, handcuffs or restraints were used, or there was an injury of any kind, a *Nursing Assessment Form* is required along with an *Information Report* stating your findings.
    - i. Additionally, photo documentation must accompany any reported injuries even if they are not visible.
    - ii. Copies of all forms will remain in the student's chart and the originals will be submitted to the Nursing Coordinator's mailbox.

These Standards of Practice and Expectations are not all encompassing and will continue to expand as our new program further develops into its finality. Non-compliance and insubordination will not be tolerated. Failure to comply will result in disciplinary actions up to and including termination of employment.

Any questions or concerns, please bring to my attention and we can discover a resolution together. For matters that need further attention, state nurse may proceed with their chain of command. Agency nurses are to contact their company's representative.

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Nurse Signature

Date

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Nursing Coordinator

Date

State of Alabama



KAY IVEY  
GOVERNOR

STEVEN P. LAFRENIERE  
EXECUTIVE DIRECTOR

8950 Roebuck Blvd  
Birmingham, Alabama 35206

To: All Staff, Contract Staff, and Volunteers

From: Mr. Walter Alston, Vacca Campus Administrator

Date: April 28, 2026

Re: Implementation and Clarifying Security Measure on Vacca Campus

Effective immediately, we are implementing and clarifying several security measures to ensure a safer environment for all staff and students on campus are safe.

**Take notes of the following:**

1. **Paper items:** Only campus and central office administrative and clinical staff will be allowed to bring work related paper items onto the campus. However, no other staff members may bring paper items unless they have approval from a Campus Administrator or a designated authority.
2. **Clear Bottles and Containers:** All bottles must be clear and sealed.
3. **Beverage Size Restrictions:** Bottles of water, juice, and/or soda (in clear plastic bottles) must be 20 ounces or less if bringing 4 or fewer. More than 4 bottles require 48 hours prior approval by Campus Administrator or a designated authority, and all items must have an unbroken seal.
4. **Hygiene items:** Feminine hygiene items should be in a small pouch and will be subject to a security search.
5. **Coffee Pods and Food items:** These are permitted only if they are in their original, unopened box. Single food items must be opened for inspection. (Example: single candy item, granola bar, etc....) However, a single bag of chips is allowed unopened. You may bring your meal for your shift, which must be in a clear container (top and bottom) and go through standard procedures. All items other than your meal and/or snack will require special/specific clearance from campus administrator or a designated authority. Only meal for your shift in a clear container (top and bottom), 4 drink bottles up to 20 oz (in clear plastic bottles with unbroken seal) and hygiene items can be carried in a DYS clear logo shoulder bag.
6. **Searches:** All staff, contract staff, and volunteers will undergo a zone-area search at the scanner before clocking into work. Please note, you will not be able to clock in until after you have been searched.
7. **Personal Keys and cell phones:** All personal keys and cell phones must be checked in at the front gate upon arrival.

We appreciate your cooperation as we implement these measures to keep our campus safe and secure. If you have any questions, please feel free to reach out.

Listed below are identified campus and central office administrative and clinical staff who are allowed to bring work related paper items onto the campus:

State of Alabama



KAY IVEY  
GOVERNOR

P.O. Box 66  
Mt. Meigs, Alabama 36057

STEVEN P. LAFRENIERE  
EXECUTIVE DIRECTOR

To: Facility Staff & Personnel; Contract Personnel

From: Alesia Allen @  
Deputy Director of Institutional Services

Date: April 20, 2023

Re: Contraband

Thank you for being a part of the DYS Team. As I have met with most of you during New Employee Orientation and the rest of you over the almost 19 years I have been with DYS, each of you are aware that your safety and the safety and care of our youth is a key priority. I have shared with you, as the Deputy Director for Institutional Services, our vision to create Conditions of Confinement that foster a facility culture that strives to teach and show our young people a different way of life, a different way of thinking, and a different way of living. Most of you have shared your desire to make a difference in the lives of young people and I support and share that goal! What we cannot do is support and foster an environment that is no different than the environments that impact our youth before they get to us. In those environments, violence, using aggression to solve problems, using illegal substances, and breaking the law can be commonplace or the norm.

Thus, what we are not going to do is reinforce negative and illegal behavior as acceptable, especially while youth are in our custody. Anyone found to be bringing in contraband such as vapes, vape cartridges, lighters, cigarettes, cell phones, cell phone chargers, marijuana in any form, other drugs of any kind, and any item the Department determines to be contraband and/or illegal for our youth, will be charged with Contributing to the Delinquency of a Minor! This includes soliciting money from youths' family or providing youth money regardless to whether it is CashApp or some other App. As the Deputy Director I have zero tolerance for staff engaging in criminal activity of any kind with our youth. To this end, you will see and notice an increase in checks at the gatehouses and I expect your cooperation and compliance. Other measures are ongoing and upcoming. All staff and personnel are required to review the 2018 protocol for what is allowed in the Clear Bags, this will be enforced!

State of Alabama



KAY IVEY  
GOVERNOR

STEVEN P. LAFRENIERE  
EXECUTIVE DIRECTOR

Post Office Box 66  
Mt. Meigs, Alabama 36057

**Memorandum:**

To: All DYS and Contract Employees  
From: Steven P. Lafreniere, DYS Executive Director  
Date: July 6, 2018  
Re: Clear Carry Bags

In our continued effort to ensure the safety of our staff and youth, this directive identifies new procedures for entering the Mt. Meigs, Vacca, and Autauga Campus and provides a list of unauthorized items that will not be allowed on the campuses effective August 1, 2018. Employees of DYS are responsible for determining that all items brought into the facility are necessary items associated with their work function. Any employee who is in violation of this directive shall be subject to disciplinary action up to and including termination.

This directive mandates the use of a single clear plastic carry bag for employees to use to transport their meals/snacks and/or other personal items associated with work functions in and out of the facility. The carry bag is a clear 16"X 12"X 4" plastic bag with the DYS logo on it. It will be issued by the Department of Youth Services. The clear carry bag will be replacing purses, tote bags, grocery bags, gym bags, backpacks and any other type bag previously allowed on the campus. The quantity of items that can be brought onto a campus must fit into the DYS issued bag. Employees may bring enough food for one (1) meal, or more, if working at least 4 hours or more overtime, that will fit in a container that is clear and visible. All food items must be placed in clear plastic, rubber, or silicone food containers, clear plastic bags or wrapped in clear plastic wrap. Employees may choose to bring their food in personal insulated food containers that are not clear and visible; however, the containers will be inspected.

The purpose of this directive is to reduce the number of disallowed items being brought onto the campuses that may be concealed in handbags, grocery bags, backpacks or other type of containers. The Department continues to ensure that no items are allowed in facilities that may pose a threat to the security of the institution or pose a distraction for the staff who are assigned to supervise our youth. Security staff assigned to the entrance and exit points of facilities shall continue to inspect all items and vehicles entering the facility. Generally unauthorized items will be returned to the employee's/visitor's vehicles unless the item(s) violate state laws, and /or departmental policies.

Your adherence to this directive is required in order to continue to address issues of contraband, safety and security for our staff and the youth in our custody.

**UNAUTHORIZED ITEMS** that are not allowed within the confines of the facility at any time, unless approved by the Campus Administrator, include but are not limited to the following:

1. Weapons and associated components that include but are not limited to: firearms, ammunition, knives, or other edged weapons, impact weapons such as hammers, stun guns, chemical agents, or other weapons.
2. Personal security equipment not issued by the facility or the Department.
3. Electronic communication devices and/or accessories to include cellular phones, personal radios, CD/DVD players, I-Pods, T.V.'s, cameras, recorders, CD/DVD's , computerized game devices, such as Game-Boy, X-Box; personal computers (desk or laptop), iPads, E-Readers, or computer software or hardware.  
(Departmental issued cell phones/radios (a) Departmental issued cellular phones that are for official business are the only cellular phones authorized for use in DYS facilities; and (b) Sheriff's deputies and law enforcement officers serving in their official capacity are also authorized to retain their cell phones/radios when entering a facility.)
4. Alcohol products of any type.
5. Cigarettes (to include e-cigarettes), and other tobacco or vaping products.
6. Personal publications, newspapers, books, catalogues or periodicals which are not directly related to job duties.
7. Any sexually explicit or obscene material.
8. Tools, except for inventoried personal tools in the possession of approved contractors and vendors.
9. Unlabeled or bulk medications, either prescription or non-prescription.  
(Employees should bring only the amount of prescription and non-prescription medication into the facility that would be taken during a normal working day. The medication should be carried in a small clear container or pill box.)
10. Chemicals, poisonous, or hazardous materials, including volatile or flammable agents or incendiary devices, materials or lighters.
11. Blankets, pillows, throws, or any type covering associated with sleeping.
12. Cash for vending machines/food not to exceed \$20.00.

**Effective 08/01/2018**

God forbid that a youth is brought contraband that results in a tragic outcome. God forbid that your safety is compromised due to a youth's behavior as a result of being "high" on some unknown substance brought in by staff.

Finally, Staff found to be supporting, protecting, covering for, ignoring and/or facilitating illegal behavior are considered complicit and subject to the same standard of action. If you see something, say something! In the words of the late John Lewis, "get in good trouble" for doing the right thing. Care about your wellbeing and the wellbeing of your co-workers and certainly care about the wellbeing of our youth.

I appreciate the work that you do and for showing up everyday that you show up to make a difference in the life of the youth we serve. We do not take that for granted! However, staff engaging in illegal behavior with our youth is unacceptable!

Cc: Steve Lafreniere  
Dr. Tracy Smitherman  
Dudley Perry  
Dr. Shannon Weston  
Shawn Stinson  
Chris Narcisse  
Kenny Peoples  
Connie Rich  
James White  
File

I certify that I have read and understand this memorandum about contraband and the Clear Bag protocol.

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PRINTED NAME	DATE	SIGNATURE	DATE
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WITNESS (PRINTED NAME)	DATE	SIGNATURE	DATE
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## CONTRABAND POLICY AGREEMENT

All employees, visitors, and vendors are required to sign this Contraband Policy Agreement. Visitors and vendors who violate the Contraband policy are subject to prosecution. Employees who violate the Contraband policy are subject to progressive disciplinary action up to and including termination (DYS Policy 9.10) and prosecution.

Pursuant to §13A-10-30, contraband is also any article or thing which a person confined in a detention facility is legally prohibited from obtaining or possessing by statute, rule, regulation, detention center policy or order; unless specifically approved in writing by the Executive Director.

For clarification, the law forbids Contraband inside any facility in which youth in DYS custody are housed, as well as in any detention center.

### Violations:

1. Providing a Juvenile with any deadly weapon, instrument, tool, or other item that may be useful for escape;
2. Bringing into the facility, or providing a Juvenile with any narcotic, dangerous drug or controlled substance as defined in the "Alabama Controlled Substances Act";
3. Intentionally and unlawfully bringing in the facility or providing a Juvenile with any Contraband, or item that the actor knows or should know is unlawful to introduce or for the Juvenile to possess.

Contraband is defined in DYS Policy as "Any item forbidden by the Department or facilities, including but not limited to, tobacco products, intoxicating substances, controlled substances, pornography, Flammable Materials, personal cell phones and electronic devices, weapons of any kind, etc."

DYS Policy 9.10 — Search & Control of Contraband identifies Contraband that, at a minimum, includes:

- Currency (money in any form)
- E-cigarettes
- Cannabis or drug infused food or drink
- Tobacco products

- Intoxicating substances
- Controlled substances (listed on any of the schedules under the Alabama Controlled Substances Act)
- Pornography
- Flammable materials
- Personal cell phones and electronic devices
- Weapons.
- Any item the actor knows or should know is prohibited by the Department or facility
- Any item hidden, disguised or smuggled
- Unauthorized items that are approved or issued but in an excessive quantity

Searches and seizures for contraband entails individuals entering and individuals inside any detention facility. Searches of Visitors, Staff, and Vendors may be subject to:

- Search upon entry,
- Search upon exit,
- Routine searches, or
- Searches based on probable cause or reasonable belief.

All items and packages entering the facility are subject to search.

I certify that I have read and understand the DYS Contraband policy (DYS Policy 9.10) in its entirety, which includes the statements listed above, and hereby agree to comply with all terms and conditions therein.

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PRINTED NAME

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SIGNATURE

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DATE

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WITNESS (PRINTED NAME)

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WITNESS SIGNATURE

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DATE

**ALABAMA DEPARTMENT OF HUMAN RESOURCES  
CHILD ABUSE / NEGLECT (CA/N) CENTRAL REGISTRY CLEARANCE**

**PRINT OR TYPE** in black or blue ink. Additional information regarding the CA/N Central Registry is on the back of this form.  
**\*\* See instructions for the address to use when submitting this form. \*\***

Requesting Person or Agency/Organization	Alabama Department of Youth Services	<b>Check All That Apply</b>
Mailing Address	Department of Youth Services	<input type="checkbox"/> Child Placing Agency
PO Box 66		<input type="checkbox"/> Residential Child Care Facility
Mt. Meigs, AL 36057		<input type="checkbox"/> Child Day / Night Care Center
Telephone Number ( 334 ) 215-3800	Email: Janetha.Isaac@dys.alabama.gov	<input type="checkbox"/> Family Day / Night Care Home
<b>PRINT</b> Requestor's Name	Janetha Isaac	<input type="checkbox"/> Exempt Child Day Care Center
Requestor Signature	Date	<input type="checkbox"/> Medicaid Rehab. Provider DHR Vendor
Witness Signature	Date	<input checked="" type="checkbox"/> Other (Please Specify)

The person whose name and identifying information, printed or typed below, will provide **unsupervised care and supervision of children** as an  employee  volunteer  other. This person's specific job/role is or will be:

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Sex  Male  Female Race \_\_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Last First Middle

Current Mailing Address \_\_\_\_\_

Alias, Maiden & Prior Married Name(s) \_\_\_\_\_

Name & DOB of Spouse & Former Spouse(s) \_\_\_\_\_

Name & DOB of Children / Stepchildren \_\_\_\_\_

Alabama counties where person has lived and/or worked \_\_\_\_\_

**Attach additional pages as needed to provide all information requested above.**

**To be completed by person being cleared**

I authorize the Alabama Department of Human Resources to release information contained in the Child Abuse / Neglect Central Registry about me to the above named person/agency/organization. I hereby waive any right to any review or hearing to which I may otherwise be entitled. I further release the Department of Human Resources, its officers, and employees from any and all claims arising out of or in any way connected to the release or dissemination of any information concerning me.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature of Witness \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by DHR**

A search of the Alabama Child Abuse / Neglect Central Registry has been completed with the information provided to determine if the person identified above has been named as being responsible for child abuse or neglect in Alabama. DHR releases only that information which is necessary to discover or prevent child abuse / neglect.

Substantiated report (i.e., indicated) located. See attached information.

Type Report:  Physical Abuse  Neglect  Sexual Abuse  Mental Abuse / Neglect

No report located.

Request Denied \_\_\_\_\_

Other \_\_\_\_\_

Office of Child Protective Services

Date Completed

## Alabama Department of Youth Services

Prison Rape Elimination Act (PREA) Employment/Appraisal Questionnaire		
Name		
Social Security Number		
Driver's License Information	Driver's License Number:	Driver's License Expiration Date:
Date of Interview		
Facility	Vacca Campus	
Job Classification		
Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997)?	<input type="radio"/> Yes If yes, please explain:	<input type="radio"/> No
Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?	<input type="radio"/> Yes If yes, please explain:	<input type="radio"/> No
Have you been civilly or administratively adjudicated to have engaged in the activity described in paragraph above?	<input type="radio"/> Yes If yes, please explain:	<input type="radio"/> No
Signature of Interviewer/ Rating Supervisor	Date	
Signature of Applicant/ Employee	Date	

This questionnaire is required for employment consideration, annual performance reviews, and promotions. This form will be maintained in a confidential, personnel file.