Note: this section is a common document on a multi-contract DOCCS project.

SECTION 015633 - SECURITY

Use this section for department of corrections and community supervision projects. The security regulations specified in this section have been approved by the department of corrections and community supervision. No revisions and no other security regulations are to be included in project specifications without written approval of the Department of Corrections and Community Supervision’s Director of Facilities Planning & development. Have Team Leader check on requirements for correction officer coverage.

1. GENERAL
   * + 1. SUMMARY
          1. The Work of this Contract is being performed at a secure Correctional Facility.
          2. Any reference to the Contractor, subcontractors, suppliers, and equipment manufacturers shall mean those entities and any/all of their employees.
          3. Contractor and any subcontractors, suppliers and equipment manufacturers must comply with and adhere to the Facility’s security regulations. A copy of the Facility’s security regulations will be distributed at the initial job meeting.

Any situation not covered by the Facility’s security regulations should be brought to the attention of the Director’s Representative, the Corrections Officer, and any assigned Facility staff.

* + - 1. SCHEDULING FOR CORRECTION OFFICER COVERAGE
         1. If at any time a contractor or subcontractor is performing work within the secure perimeter of a Correctional Facility, Correction Officer coverage will be provided as deemed appropriate by the Deputy Superintendent for Security (“DSS”).

If the construction site is within a control fenced area, which is an area inaccessible to inmates outside the Facility’s secure perimeter, or when construction sites are in close proximity to one another or to an existing post, then the DSS will modify the amount of security coverage or determine if security coverage is necessary.

In all cases, sufficient security coverage will be provided to maintain the project schedule and to ensure that the Facility’s security requirements are met.

* + - * 1. Contractor must notify the Director’s Representative, at least 48 hours in advance of each day’s activities, regarding the number of crews that will be working and when and where they will be working.

Failure to work the number of crews for the times and areas as scheduled shall make the Contractor liable for the additional costs to the State for Correction Officer coverage resulting from such changes, unless 48 hours advance notice has been given for any changes that affect Correctional Officer coverage.

* + - 1. SECURITY REGULATIONS
         1. Background Security Checks: The Work of this contract is being performed at a secure Correctional Facility. Contractors’ and Subcontractors’ employees at the Facility will be fingerprinted without charge by the Facility I.D. Officer and shall be subject to the approval of the NYS Department of Corrections and Community Supervision (“DOCCS”).

As a result of information gained through fingerprinting, anyone deemed inappropriate to work in a correctional facility will not be allowed access to the Work site. Former inmates of the New York State correctional system or that of another state, or any county, city, or federal government correctional system, may not be permitted inside a correctional facility, unless they are reviewed and approved by the Facility Superintendent, in consultation with the assigned Facility Operations Assistant Commissioner.

Contractors should anticipate that it could take up to two weeks for DOCCS to complete required security background checks as described above.

* + - * 1. Work Hours: The Contractor will have a full eight hours of access to the Work site each day. In addition to the eight hours that the Contractor will have at the Work site, the Contractor shall anticipate that it will take a total of one and one half hours of extra processing time each day for entrance into and departure from the Work site.

The actual time when Contractor’s employees, including truck drivers, may enter and leave the Facility will be established by the Facility. Employees who are more than 15 minutes late for their scheduled entrance time may be denied entry, with the exception of the Construction Superintendent.

Employees, other than approved superintendents and truck drivers, will not be allowed to leave the Facility during the workday, and will be required to bring their lunches and eat in the Work areas.

* + - * 1. Identification Cards: Two photo identification cards will be furnished and maintained by the Facility for all employees, including subcontractors’ employees.

One card will be issued to each person for use at all times while on Facility property and returned upon exiting Facility premises.

The duplicate card will be retained by the Facility for their file.

Additionally, each person entering the Facility shall be hand stamped using the ultraviolet hand-stamping technique, shall sign a logbook to indicate the time entering and leaving the Facility, and will be processed into the Facility via a walk-through metal detector, a hand-held metal detector, or the use of a Cellsense detector.

* + - * 1. Civilian Clothing:

No clothing shall be unattended on Facility property.

No clothing shall be left behind at the Facility.

All additional clothing must be removed from the Facility daily.

Each contractor will be responsible for personal clothing.

Any loss of such clothing must be reported to the Corrections Officer on duty.

Green clothing may not be worn by Contractor’s personnel.

Excessive civilian clothing will not be allowed on Facility premises at any time.

* + - * 1. Controlled Substances: Alcoholic beverages or illegal drugs of any kind will not be allowed on Facility premises.

Prescription medications must be brought to the attention of security personnel upon arrival.

A single day supply of prescription medicine will be allowed into the Facility.

Persons under the influence of illegal drugs or alcohol will not be allowed into the Facility and may be permanently removed from the construction project.

* + - * 1. Weapons: Firearms, ammunition, knives, or other weapons (including mace or pepper spray), handcuff keys, and explosives will not be allowed on Facility premises at any time.
        2. Contact with Inmates: Contact, communication, or exchange of any article with inmates is strictly prohibited. Any attempts by inmates to contact or communicate with contractors must be reported immediately to the Correction Officer on duty.
        3. Emergency Event Procedures:

In the event of an emergency of any kind, which may interfere with the welfare or operation and security of the Facility or its personnel, the Facility reserves the right to stop Work for a period of time.

During this period, Contractors shall remain in designated areas and shall follow directions of the Correction Officer(s) or Facility Employee(s) on duty.

Failure to follow direction will not be tolerated and may result in removal from the Facility.

* + - * 1. Tools and Equipment:

The Contractor’s workers must daily provide and maintain with the DSS and the Tool Control Officer a complete itemized inventory of all tools entering and leaving the Correctional Facility.

All tools must be removed from the Facility daily.

The contractor’s workers shall assist security staff in checking tools in and out of the Facility and assume responsibility for the tools daily.

All contractors and subcontractors, employees, tools, materials, and vehicles entering a secured area must be checked in and out through an area designated by the Facility (i.e., Sally Port) daily.

Facility staff must be notified immediately if a tool is discovered missing.

Make every effort to limit the number of tools brought into the Facility.

Only appropriate tools that are anticipated to be required for the current project should be included in the tool inventory.

DOCCS Form No. 4071B “Tool Accountability for Outside Contactors” will be utilized for signature by DOCCS staff to document the approval and accuracy of the submitted daily tool inventory. Staff will account for the tools every day by signing this form prior to the contractor exiting the Facility. The form will then be attached to the tool inventory and placed in the tool container with a copy to the Facility DSS.

* + - * 1. Project Documents: Blueprints, contract documents, and project reference documents are regarded as secure information and shall be inventoried, manifested, and handled accordingly. All such project documents are to be secured, accounted for, and turned over to the Facility at the conclusion of the project. In exceptional circumstances, other arrangements for secure storage, handling, and accountability of these documents may be made if approved by the DSS.
        2. Electronic Devices: Cellular phones, wireless phones, tablets, pagers, laptop computers, personal digital assistants, any device with global positioning (GPS) capabilities, any device with audio recording capabilities, cameras, electronic cigarettes or other similar devices, are regulated as described below:

Phones:

The possession of cell phones within the secure perimeter is strictly prohibited.

The use of cell phones outside the secure perimeter is permitted.

Phone access will be provided to the Contractor, who will be responsible for the cost of all calls at a predetermined price per minute.

If a communication device is approved for use on Facility property by the Facility Superintendent or designee for a specific task, it must be placed on the contact tool inventory list, and strictly accounted for.

If a phone is allowed for use at the Facility as stated above, it must be removed from the Facility on a daily basis. Such a device must not interfere in any way with any of the DOCCS radio systems.

Radios: Radios require approval for use on Facility property by the Superintendent for a specific task. If approved, radios must be strictly accounted for and removed from the Facility on a daily basis and cannot interfere in any way with any of DOCCS Facility radio systems.

Laptop Computers: Laptop computers (with or without modems) will be allowed when necessary for the installation, maintenance, or repair of equipment. They must be removed each day from the Work site and be placed on the tool inventory list. A request for use must be approved and included on a daily gate pass.

Pagers: Only those pagers necessary for the performance of the Project will be allowed and require prior approval by the Facility Superintendent or designee.

Cameras: Cameras will be allowed when necessary for the performance of the work project, only upon approval of the Facility Superintendent or designee for a specific purpose that is noted on the gate clearance.

Photographs taken on facility grounds will be reviewed by security staff designated by the Facility DSS.

All cameras must be removed daily from the Facility.

Vehicles: Any vehicles equipped with GPS, Navigation, cell phone, and internet systems are subject to all electronic device requirements and provisions as identified above.

* + - * 1. Control of Vehicles and Heavy Equipment:

All Contractor vehicles and heavy equipment must be removed from secure areas daily.

Parking of vehicles on State property will be permitted only in those areas designated by the Facility, if available.

All vehicles left unattended on Facility grounds must have windows closed, ignition off, doors and trunks securely locked with keys removed at all times and must be equipped with a steering wheel lock and locking fuel caps or a siphon-proof gas tank inlet.

Vehicles are subject to search while on Facility property with the owner/operator present.

All speed limits must be adhered to on Facility grounds.

Vehicles and construction equipment that could be employed to effect an escape, or to breach the perimeter controls of a facility, shall be stored in a secure area outside the Facility (secure perimeter) where practical. When heavy equipment must be left inside the Facility, it shall be disabled in accordance with the Facility regulations.

No vehicle will be allowed access to any other area without proper authorization.

Pickup Trucks:

Open beds of pickup trucks must be empty.

All areas of pickup trucks with bed caps or covers, and enclosed trailers, must be able to be secured.

Heavy Equipment must be disabled as directed by Facility personnel.

* + - * 1. Containers: When Conex boxes and large trash containers are filled up while being utilized at a correctional facility as part of a construction project, they must remain at the facility for two facility counts before they can be removed. Containers will be thoroughly searched by security staff before being removed from the Facility.
        2. Fire and Safety

Handling of Combustible Materials:

Open fires at the construction site will not be permitted.

Surplus dirt, rubbish, and waste material, particularly combustible materials such as paper, packing boxes, cardboard, or scrap lumber, must be removed from the premises each night or more often as directed.

The Work site must be cleaned daily of all debris that would jeopardize the safety and security of the Facility.

Any work that would constitute a fire hazard or related breach to security at the Facility must be addressed to the satisfaction of the DSS or designee prior to the end of the work day.

Caustic and Volatile Materials:

Gasoline, oil, or other fuels must be stored as directed.

Proper precautions must be taken as directed by the DSS.

Safety Data Sheets (SDS) must be provided by the Contractor prior to any Work on the project.

Flammable materials must be contained in approved cans while being carried throughout the Facility.

The Deputy Superintendent for Administration (“DSA”) will advise outside contractors of any hazardous chemicals/materials that may be encountered in the normal course of their Work at the Facility.

During initial job meetings with outside contract workers, the DSA or designee will review hazardous chemicals/materials that the Contractor may use, to ensure that the products are properly accounted for and secured when not in use.

The Work site must be cleaned daily of all debris that would jeopardize the safety and security of the Facility. Any work actions that would constitute a breach to the security of the Facility must be addressed to the satisfaction of the DSS prior to the end of the work day.

Smoking: No smoking is allowed indoors.

Confined Space Entry:

Contractors are responsible for their own confined space entry, equipment, and rescue procedures.

When contractors are working in a permit-required space, they must notify the Facility permit issuer and obtain a permit from the Facility designee prior to the entry. No permit is issued for more than one shift.

The Contractor shall debrief the Facility permit issuer of any hazards that were confronted or created in the permit spaces.

Lockout/Tagout: Contractors will be required to follow Facility electrical lockout/tagout procedures prior to performing Work. These procedures must be reviewed by the Facility Plant Superintendent, or Facility designee.

Safety: Contractors will be required to adhere to OSHA standards and practices to ensure a safe work environment.

Debris Inspection: Any dirt, rubbish, and construction debris will be thoroughly inspected by DOCCS personnel prior to being removed from the Facility. Any container with construction debris left unattended (such as dumpsters) will be held inside the Facility through a facility count before its removal from the Facility will be allowed.

Right to Know: The DSA will advise Contractors of hazardous chemicals/materials, if any, that may be encountered in the normal course of their Work at the Facility. During initial job meetings, the DSA or designee will review hazardous chemicals/materials that the Contractor may use to ensure that the products are properly accounted for and secured when not in use.

* + - * 1. Ladders:

All ladders must be removed by the Contractor from secure areas on a daily basis.

Ladders must be secured by chain and locked to a stationary object when not in use or in a secure area.

A ladder inventory, by size, shall be maintained by the Contractor’s representative in charge of the Work areas.

A copy of the inventory shall toshall be sent to the DSS and the Facility’s Tool Control Supervisor.

* + - * 1. Scaffolding:

All scaffolding must be secured by chain and locked to a stationary object when not in use or in a secure area.

Smaller scaffolding rigs (i.e., Bakers-style scaffolding) must be removed from secure areas on a daily basis.

A scaffolding inventory, by component, shall be maintained by the Contractor’s representative in charge of the Work areas.

A copy of the scaffolding inventory shall toshall be sent to the DSS and Facility’s Tool Control Supervisor.

* + - * 1. Materials and Equipment:

Storage of building materials and equipment on Facility premises will be permitted in areas designated by the Facility Superintendent or designee.

The Facility will not receive, unload, or store any items or materials, tools, or equipment for the Contractor’s workers.

Shipments of materials and supplies for the Project may not be delivered to the Facility for receipt by Facility personnel, with the exception of security equipment (i.e. keys and locks), which must be shipped directly to the Facility arsenal.

All materials and equipment used on the project must be delivered by the Contractor into the Facility through the designated gate and the Contractor must exit the Facility through the same gate.

Use of institutional equipment or inmate labor is not permitted.

The Work area must be cleaned daily of debris and materials that would jeopardize the safety and security of the Facility, as determined by the Facility Superintendent or designee.

Work actions by the Contractor that would constitute a breach of the Facility’s security, as determined by the Facility Superintendent or designee, must be addressed to the satisfaction of the DSS prior to the end of the work day.

* + - * 1. Contractors and Related Employees

The Office of General Services (OGS) Engineer-In-Charge will act as a liaison between the Facility and the Contractor.

The hiring of help, and meetings regarding the hires, are to take place outside the institutional ground at the choice of the interested parties.

Each of the Contractor’s workers will be issued a copy of Form No. 4071A “Guidelines for Construction Projects." These guidelines and this directive must be explained to each contract worker for the contracting company by a DOCCS employee. All contractors will acknowledge receipt of this directive and the information in Form No. 4071 A by signature on page 6 of the form.

Job stewards are to discuss labor relations outside the Facility, away from the premises. Representatives of labor organizations will not be permitted in the construction area unless accompanied by a foreman for the Contractor or OGS with approval of the Superintendent or designee.

Any person visiting the construction site other than an authorized Contractor or employee must be approved prior to their arrival by the Superintendent or designee. Construction overtime will not be permitted without the prior consent of OGS in consultation with the Facility Superintendent, the DSS, or designee, allowing for sufficient time for DOCCS to provide proper security coverage.

Gifts or gratuities to New York State employees are prohibited.

1. PRODUCTS (Not Used)
2. EXECUTION (Not Used)

END OF SECTION 015633