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

SECTION 015633 - SECURITY

Use this section instead of security article in section 015000 for certain Office of Children and Family Services projects. Check with the Facility Coordinator to determine which facilities require this section. See additional information at end of section.

1. GENERAL
   * + 1. SUMMARY

Use paragraph below for fenced residential facilities.

* + - * 1. The Work of this Contract is being performed at a fenced residential Facility.

Use paragraph below for unfenced, non-secure residential facilities.

* + - * 1. The Work of this Contract is being performed at a non-secure residential Facility.
        2. Any reference to the “Contractor” shall mean contractors, sub-contractors, and any/all of their employees. Any other persons such as suppliers and equipment manufacturers must comply with the Facility’s visitor regulations.
        3. Comply with and adhere to the Facility’s security regulations.
      1. SCHEDULING FOR FACILITY SECURITY COVERAGE

Use below for fenced residential facilities.

* + - * 1. If at any time a contractor or sub-contractor is performing work within the secure perimeter of a Facility, security coverage must be provided as deemed appropriate by the Facility’s Representative from the Office of Children and Family Services (OCFS), Capital Facilities Bureau.

The amount of security coverage may be modified when the construction site meets any of the following criteria:

Area within a control fenced area.

Area inaccessible to youths.

Sites are in close proximity to one another or to an existing post.

In all cases, sufficient security coverage must be provided by the Facility to maintain the project schedule and to ensure the security requirements of these facilities are met.

Use paragraph below for unfenced, non-secure residential facilities.

* + - * 1. If the construction site is within a control fenced area, an area inaccessible to youths, or when construction sites are in close proximity to one another or to an existing post, then the amount of security coverage may be modified, or determined unnecessary.

In all cases, sufficient security coverage must be provided by the Facility to maintain the project schedule and to ensure the security requirements of the Facility are met.

* + - * 1. Notify the Director’s Representative and Facility’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, may make the Contractor liable for the additional costs to the State, for security coverage resulting from changes, unless 48 hours advance notice has been given for any changes that affect security coverage.

* + - 1. SECURITY REGULATIONS

Use paragraph below for fenced residential facilities.

* + - * 1. The Work of this contract is being performed at a secure Facility.

Contractors’ and Subcontractors’ employees at the Facility may be fingerprinted without charge by the Facility I.D. Officer and may be subject to the approval of the OCFS.

As a result of information gained through fingerprinting, anyone deemed inappropriate to work in a Facility will not be allowed access to the work site.

Former inmates of the State correctional system, or any County, City, Federal or another State’s correctional system may not be permitted inside a Facility, unless reviewed and approved by the OCFS Capital Bureau Representative, in consultation with the Facility Director.

Use paragraph below for unfenced, non-secure residential facilities.

* + - * 1. The Work of this contract is being performed at a non-secure Facility.

Contractors’ and Subcontractors’ employees at the Facility may be required to produce a valid NYS driver’s license or other valid proof of identification.

Former inmates of the State correctional system, or any County, City, Federal or another State’s correctional system may not be permitted inside a Facility, unless reviewed and approved by the OCFS Capital Bureau Representative, in consultation with the Facility Director.

Use paragraph below for fenced residential facilities.

* + - * 1. Work Hours: The Contractor will have access to the Work site a full day as allowed by the Department of Labor.

Anticipate additional processing time into and out of the Facility per day.

The actual time when Contractors’ employees, including truck drivers, may enter and leave the Facility will be established by the OCFS Capital Facilities Bureau Representative and the Facility.

Employees who are more than 30 minutes late for their scheduled entrance time may be denied entry, with the exception of the Construction Superintendent and/or Project Manager.

Unless pre-approved, employees, other than superintendents and truck drivers as approved, 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.

Use paragraph below for unfenced, non-secure residential facilities.

* + - * 1. Work Hours: The Contractor will have access to the Work site a full day as allowed by the Department of Labor.

The actual time when Contractors’ employees, including truck drivers, may enter and leave the Facility will be established by the OCFS Capital Facilities Bureau Representative and the Facility.

* + - 1. SCREENING PROCESS
         1. All contractors shall familiarize themselves with the facility contraband list to include but not limited to: cellphones, cameras, cigarettes, lighters, matches, medications, glass, metal cans, weapons etc.

Secure these items in their respective personal vehicles outside of facility secured perimeter.

* + - * 1. Alcoholic beverages or illegal drugs of any kind will not be allowed on facility premises.

Only prescription medications necessary for critical medical conditions (i.e., Nitroglycerin pills for heart patients), will be allowed and must be brought to the attention of security personnel upon arrival.

Only a single day supply of prescription medications 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. Firearms, ammunition, or other weapons (including mace or pepper spray) will not be allowed on Facility premises at any time.
        2. Contact, communication, or exchange of any article with youths or facility staff is strictly prohibited.

Any attempts by youths to contact or communicate with contractors must be reported immediately to the Director’s Representative and Facility’s Representative.

* + - * 1. All contractors will sign in before starting work and sign out before exiting the facility.

Photo Identification is required at the time of admittance and a relinquishing of the vehicle keys is required (unless vehicle is authorized to go inside the gate).

* + - * 1. All contractors are subject to screenings as conducted at the facility and on facility grounds.

These include but are not limited to the use of walk through metal detectors and hand wand detectors.

Contractors arriving on grounds at the specific jobsite in a vehicle shall be subject to a hand-held scanner by the facility escort person.

This is to ensure that no undeclared metal objects or other contraband items are on your person.

* + - * 1. Use clear plastic bags to bring meals into the Facility.

No coolers shall be permitted in facility, or within secured grounds/perimeter.

No glass, metal or aluminum is permitted at the Facility.

All items are subject to search by facility personnel.

* + - * 1. When contractors are in the facility or within the secure perimeter/grounds of the facility they will be accompanied by facility personnel.
        2. Electronic Devices:

Use subparagraph below for all facilities.

Phones: The possession of cell phones within facility buildings and within facility fenced area is strictly prohibited.

Access to a land line phone will be made available to a designated contractor or foreman when inside the facility.

Contractors will be responsible for the cost of all calls at a pre-determined price per minute.

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

Radios: Radios require approval for use on facility premises by the Facility Director 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 OCFS Facility radio systems.

Laptop Computers: Laptop computers (with or without modems) when necessary for the installation, maintenance, or repair of equipment will be permitted by prior written approval by the Facility Director via a Gate Pass.

All computers must be removed daily from the work site.

Cameras: Should the work require photographs for a specific purpose the facility shall provide a camera and upload the images to designated receiver.

* + - 1. DAILY OPERATIONS
         1. In the event of an emergency or incident that interferes with the safety, security and good order of the facility operations, 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 facility personnel on duty.

* + - * 1. Tools and Tool Classifications:

Tool Check In: Before the start of work, an inventory of tools and materials shall be forwarded to Facility’s Representative for review.

As part of the security check and screening process all tools, materials, and vehicles entering a secured area are subject to search.

Contractors working inside the Facility area shall maintain inventory logs of all tools and other equipment on a daily basis.

These inventory logs shall be available for immediate inspection upon request by facility personnel.

A daily copy of the inventory shall be verified.

Contractors must notify the Director’s Representative and Facility’s Representative immediately if a tool is discovered missing. Facility escorts or other facility designee shall verify inventory.

Contractor shall check tools in and out of the facility and assume responsibilities for checked tools.

All authorized tools when not in immediate use shall be stored in an approved locked toolbox, or other secured areas where directed by the designated facility representative.

All extremely hazardous tools present a higher risk to a correctional setting. These tools are as follows:

Bolt-cutters.

Locksmith tools.

Powder-activated tools (e.g., ram-set, Hilti, etc.).

Pneumatic nailers.

Rescue saws (K-12 type, gasoline or electric).

Torches (all cutting--mixing gauges & torch heads).

Metal cutting blades and/or disc.

HEPA Masks, N-95 Masks, M-17 Protective Masks, self-contained breathing apparatus, respirators, and filters. All disposable respirator masks must be accounted for, inventoried, and disposed of properly.

Blueprints are regarded as tools and should be handled accordingly. All blueprints are to be secured, accounted for, and turned over to the Facility at the conclusion of the project.

In the event that tools and equipment shall be retained on site, tools shall be collected and secured in an area whenever possible the door cores shall be changed and the contractors shall retain the keys to the specific storage area.

If residents occupy the area the tools and equipment shall be removed daily at the conclusion of the work day.

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

Delete subparagraph below for non-secure residential facilities.

Authorized vehicles which are left unattended on Facility grounds shall be securely locked. Vehicle locks shall be kept in operating order at all times.

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

Vehicles and equipment shall not be left idling or in operation without immediate attendance.

All vehicles in the secure perimeter will be searched by facility personnel upon entering or leaving the facility.

Vehicles as necessary for the specific job (i.e., cement trucks, dump trucks, water trucks, heavy equipment, company vans and box trucks filled with tools and equipment) shall be permitted as needed.

Personal vehicles are not permitted on grounds. An allowance however may be granted for the transport of contractor employees to the job site.

Secure Staging Area: The facility will provide a staging area for the Contractor to store materials, job trailer, tools, and heavy equipment.

If otherwise unavailable, the Contractor shall furnish and install a 6 ft. chain link fence and all necessary ground treatment.

At the end of the project the Contractor shall remove the fence and restore the area back to its original condition.

* + - 1. SECURITY REQUIREMENTS FOR SCAFFOLDING, HOISTS, LADDERS, EQUIPMENT, MATERIALS, AND DEBRIS
         1. All ladders and scaffolding shall 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 person in charge of the work areas.

A copy of the inventory shall be sent to the Facility’s Representative.

* + - * 1. Storage of building materials and equipment on Facility premises will be permitted in areas designated by the Facility’s Representative.
        2. Work areas are to be cleaned daily of debris and materials that would jeopardize the safety and security of the Facility as determined by the Facility’s Representative.
        3. Facility personnel will inspect the area the contractors were working in to ensure no items have been left behind. These items include, but are not limited to equipment, supplies and debris.

Inventory verification shall be conducted at the immediate work site and again if deemed necessary for security purposes upon exit from main entry.

* + - * 1. Work actions that would constitute a breach of the Facility’s security must be addressed to the satisfaction of the Facility’s Representative prior to the end of the work day.
        2. Right To Know: The Director’s Representative and Facility’s Representative will advise Contractors of hazardous chemicals/materials, if any, that may be encountered in the normal course of their work at the Facility.

Likewise, the Contractor will advise the Facility Representative of hazardous chemicals/materials that will be brought into the facility for use on the job.

During initial job meetings, the Director’s Representative 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. PRODUCTS (Not Used)
2. EXECUTION (Not Used)

END OF SECTION 015633

The remainder of this document is for information only; not to be included in project specifications.

Note: Some Office of Children and Family Services facilities are “wide open” youth camps and halfway houses which may not require the stringent security requirements contained in this section.

The rule regarding cell phones (1.03 l.1) applies universally at all OCFS facility locations and will be strictly observed.

The security regulations specified in this section have been approved by the Office of Children and Family Services. No other security regulations are to be included in project specifications without written approval of the Office of Children and Family Services.

The requirements of this section shall be discussed with the Office of Children and Family Services for each project. This will be handled by the Project Manager or the Team Leader.

Keep in mind also that stringent security requirements are often in direct conflict with short completion dates and with increased work forces and shift operations to expedite completion of the work. When stringent security requirements are imposed upon the contractor the contract documents must take into consideration the increased time required to perform the work under these conditions.

END OF INFORMATION 015633