

Part 1 General

1.1 PURPOSE

- .1 To ensure that both construction project and institutional operations may proceed without undue disruption or hindrance and that security of the Institution is maintained at all times.

1.2 DEFINITIONS

- .1 “Contraband” means:
 - .1 an intoxicant,
 - .2 a weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization,
 - .3 an explosive or a bomb or a component thereof,
 - .4 currency over any applicable prescribed limit, when possessed by an inmate without prior authorization, and
 - .5 any item not described in paragraph .1 to .4 that could jeopardize the security of a penitentiary or the safety of persons, when that item is possessed without prior authorization.
- .2 “Commercial Vehicle” means any motor vehicle used for the shipment of material, equipment and tools required for the construction project.
- .3 “CSC” means Correctional Service Canada.
- .4 “Director” means Director, Warden of the Institution.
- .5 “Construction employees” means persons working for Contractor and Sub-Contractors, equipment operators, material suppliers, and persons working for testing and inspection companies and regulatory agencies.
- .6 “Perimeter” means the fenced or walled area of the Institution that restrains the movement of inmates.
- .7 “Construction limits” means the area as shown on the contract drawings that the Contractor will be allowed to work”; this area may or may not be isolated from the security area of the Institution.
- .8 “CD” means Commissioner’s Directive.
- .9 “CPIC” means RCMP Canadian Police Information Centre.
- .10 "Institution" means the Edmonton Institution for Women (EIFW).

1.3 GENERAL INSTRUCTIONS

- .1 Prior to the commencement of work, the Contractor will meet with the Director or designated representative to discuss the nature and extent of all activities involved in the Project.
- .2 The Contractor shall:
 - .1 ensure that all construction employees are aware of the security requirements;
 - .2 ensure that a copy of the security requirements is always prominently on display at the job site;
 - .3 co-operate with Institutional personnel in ensuring that security requirements are observed by all construction employees.
- .3 Sub-Contractors shall provide Contractor with a list of contact names and “after hours” telephone numbers in case the Contractor needs to contact them after hours on behalf of the Institution. This information will be considered confidential and the Contractor is responsible for its secure storage. The Contractor shall also provide the Director or designated representative of the Institution a list of contractor company contact names and after hours telephone numbers in case of emergency.

1.4 CONSTRUCTION EMPLOYEES REQUIREMENTS FOR ADMITTANCE

- .1 Submit to the Director a signed security clearance request form for each construction employee seeking admission to the Institution.
- .2 Allow two (2) weeks for processing of security clearances (CPIC’s). Employees will not be admitted to the Institution without a valid security clearance (CPIC) in place and a recent picture identification such as a provincial driver’s license. Security clearances obtained from other CSC Institutions are not valid at this Institution.
- .3 The Director shall require that facial photographs be taken of construction employees and these photographs may be displayed at appropriate locations in the Institution or in an electronic database for identification purposes. The Director may require that these photographs be displayed prominently on the construction employee’s clothing while employees are in the Institution. Photograph ID’s issued to construction employees by the Institution must be added to tool lists and returned to the Institution at the completion of their work activity at the site.
- .4 Entry to Institutional property will be refused to any person there may be reason to believe may be a security risk.
- .5 Any person employed on the construction site will be subject to immediate removed from Institutional property if they:
 - .1 appear to be under the influence of alcohol, drugs or narcotics;
 - .2 behave in an unusual or disorderly manner;
 - .3 are in possession of contraband.

1.5 VEHICLES

- .1 All unattended vehicles on CSC property shall have windows closed; doors and trunks shall be locked and keys removed. The keys shall be securely in the possession of the owner or an employee of the company that owns the vehicle. Failure to comply will result in an immediate shutdown of the jobsite and a stoppage of the work for an indefinite period of time at the Contractor's expense.
- .2 The Director may limit at any time the number and type of vehicles allowed within the Institution.
- .3 Drivers of delivery vehicles for material required by the project may require (exceptions are bonded couriers) security clearances (CPIC check) and must remain with their vehicle the entire time that the vehicle is in the Institution. The Director shall require that these vehicles be escorted by Institutional staff or Commissionaires while in the Institution.
- .4 If the Director permits trailers to be left inside the secure perimeter of the Institution, these trailer doors will be locked at all times. All windows will be securely locked when left unoccupied. Sub-Contractors will be responsible for providing locks and keys for their trailers and to supply an extra key to the Contractor in case access is required after hours.

1.6 PARKING

- .1 Construction employees shall park in the area designated. Parking in other locations is prohibited and vehicles may be subject to removal. All Contractor's vehicles brought inside the Institution will have to be removed at the end of the day.

1.7 SHIPMENTS

- .1 All shipments of material, products, equipment and tools shall be addressed in the Contractor's name to avoid confusion with the Institution's own shipments. The Contractor shall have their own employees onsite to receive and verify any deliveries or shipments. CSC staff will not accept receipt of deliveries or shipments of any material, products, equipment or tools.

1.8 TELEPHONES

- .1 The installation of telephones, facsimile machines and computers requires the prior approval of the Director and must be included on the tool lists. Internet connections are not permitted.
- .2 Telephones (land lines), computers, facsimile machines and digital telephones are not permitted within the Institution unless approved by the Director. If approved, the Contractor is responsible to ensure they are not accessible by inmates and that they have password protection (as applicable). This equipment must be listed on tool lists and secured at all times. No office equipment is to be operated by inmates under any circumstances. Cellular phones are not permitted within the perimeter.
- .3 The Director may approve but limit the use of two way radios.

1.9 WORK HOURS

- .1 Work hours within the Institution are Monday to Friday 0730 hrs. to 1630 hrs.
- .2 Work will not be permitted during weekends and statutory holidays without the permission of the Director. A minimum of two days (48 hours) advance notice will be required to obtain the required permission.

1.10 OVERTIME WORK

- .1 No overtime work will be allowed without permission of the Director. If overtime work is required because of an emergency such as the completion of a concrete pour or work to make the construction safe and secure, the Contractor shall advise the Director as soon as this condition is known and follow the directions given by the Director.
- .2 When overtime work, weekend statutory holiday work is required and approved by the Director, extra staff members may be posted by the Director or his designate, to maintain security surveillance. The Departmental Representative may post extra staff for inspection of construction activities.

1.11 TOOLS AND EQUIPMENT

- .1 Contractor and Sub-Contractors shall maintain a complete list of all tools and equipment onsite and make this inventory available for inspection when required. Tool lists are to be prepared by the Contractor in consultation with the Commissionaire at the principal entrance upon arrival. The tool list will then be vetted by Institutional security and, once approved, the Contractor and tools will be permitted access.
- .2 Throughout the construction project the Contractor and Sub-Contractors shall maintain an up-to-date list of tools and equipment specified above. On a daily basis the Contractor and Sub-Contractors shall utilize a sign-out system for any tools issued. At a minimum, the sign-out system shall include a notation of the tool, to whom it was issued and confirmation that it was returned. All tools, not issued, shall be secured at all times.
- .3 Particular attention is to be placed on the physical location of power driven tools, files, saw blades, rod saws, wire, rope, ladders and any sort of jacking device, to ensure they are not accessible to inmates.
 - .1 Ram sets (Hilti guns) and other cartridge driven tools are not permitted for work at the Institution.
- .4 Store all tools and equipment in a secure room or in secure lockable tool boxes. Location of room and location and type of tool boxes are subject to the approval of the Director.
- .5 Tool boxes or room are to remain locked unless placing or removing tools. Keys to remain in the possession of the employees of the Contractor. Sub-Contractors shall provide their Contractor with a copy of keys to tool boxes in the event access is required after hours.
- .6 All missing or lost tools or equipment shall be reported immediately to the Director.

- .7 The Director will ensure that the Commissionaires carry out verifications of the Contractor's tools and equipment against the list provided by the Contractor. These checks shall be carried out at the following intervals:
 - .1 At the beginning and conclusion of every construction project.
 - .2 Weekly, when the construction project extends longer than a one week period. This physical inspection is to be done by the Commissionaires with the assistance of the applicable Contractor or Sub-Contractor and may take about one and one half (1.5) hours to complete. During this procedure, every tool listed by the Contractor will be located and accounted for.
 - .3 Also, at the end of each workday the Contractor and all his Sub-Contractors are required to ensure all tools are accounted for before leaving the site for the day. Once tools have been verified by the Contractor, they shall proceed to the Commissionaire's onsite office (immediately prior to departure) to make a verbal and a written declaration to this effect to the Commissionaire on duty. The written declaration amounts to the person signing a logbook utilized to record this activity.
- .8 Certain tools and equipment such as hacksaw blades and drill bits, considered consumable items, are to be counted (in bulk) and listed on the tool lists (i.e. 15 hacksaw blades) and are highly controlled items. The Contractor is responsible to retrieve and securely store any broken bits and blades during the workweek until the weekly tool inspection is conducted with the Commissionaires. The Commissionaire and Contractor shall then amend the tool list accordingly and the Contractor is responsible to remove the broken items from the Institution.
 - .1 To avoid excessive buildup, quantities of these types of items on the job site shall be limited to what can normally be used in a one week period.
- .9 If the Contractor needs to remove tools from the site, they shall be responsible to notify the Commissionaire on duty, who shall record this information, noting Contractor, tool, date and initial the entry. Tool lists are to be modified accordingly. If the Contractor needs to bring additional tools or return previously removed tools to the worksite, the Contractor is responsible to alert the Commissionaire, at the principal entrance. Tool lists are to be modified accordingly.

1.12 HARDWARE

- .1 Security Hardware/Keys – Existing
 - .1 Turn over all removed security hardware to the Director of the Institution for disposal or for safekeeping until required for reinstallation.
- .2 Security Hardware/Keys – New
 - .1 The Contractor shall arrange with the security hardware supplier to have the cylinders/keys for the security hardware to be delivered from the manufacturer directly to the Institution, specifically the Security Maintenance Officer (SMO).
 - .2 The SMO will provide a receipt to the Contractor for security hardware keys.
 - .3 The Contractor will provide a copy of the above-mentioned receipt to the Departmental Representative.

.3 Construction Hardware/Keys

- .1 The Contractor will use standard construction cylinders for locks for his use during the construction period.
- .2 The Contractor will issue instructions to his employees and sub-trades, as necessary, to ensure safe custody of the construction set of keys.
- .3 Upon completion of each phase of the construction, the CSC representative will, in conjunction with the lock manufacturer:
 - .1 Accept the operational keys and cylinders directly from the lock manufacturer.
 - .2 CSC will arrange for removal and return of the construction cores and install the operational core in all locks.
- .4 Upon putting operational security hardware/keys into use, the CSC Commissionaire shall obtain these keys as they are required from the SMO and open doors as required by the Contractor. The Contractor shall issue instructions to his employees advising them that all security keys shall always remain with the CSC Commissionaire.

1.13 PRESCRIPTION DRUGS

- .1 Employees of the Contractor who are required to take prescription drugs during the workday shall obtain approval of the Director to bring a one day supply only into the Institution.

1.14 CONTRABAND

- .1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are prohibited on Institutional property.
- .2 The discovery of contraband on the construction site and the identification of the person(s) responsible for the contraband shall be reported immediately to the Director.
- .3 Contractors shall be vigilant with both their staff and the staff of Sub-Contractors and suppliers that the discovery of contraband may result in cancellation of the security clearance of the affected employee. Serious infractions may result in the removal of the company from the Institution for the duration of the construction.
- .4 Presence of arms and ammunition in vehicles of Contractors, Sub-Contractors and suppliers or employees of these will result in the immediate cancellation of security clearances for the driver of the vehicle.

1.15 SEARCHES

- .1 All vehicles and persons entering Institutional property may be subject to search.
- .2 When the Director suspects, on reasonable grounds, that an employee of the Contractor is in possession of contraband, he may order that person to be searched.
- .3 All employees entering the Institution may be subject to screening of personal effects for traces of contraband drug residue.

1.16 ACCESS TO AND REMOVAL FROM INSTITUTIONAL PROPERTY

- .1 Construction personnel and commercial vehicles will not be admitted to the Institution after normal working hours, unless approved by the Director.

1.17 MOVEMENT OF VEHICLES

- .1 Escorted commercial vehicles will be allowed to enter or leave the Institution through the vehicle access gate during the following hours 0730 hrs. to 1630 hrs.
- .2 The Contractor shall advise the Director twenty-four (24) hours in advance to the arrival on the site of heavy equipment such as concrete trucks and cranes.
- .3 Vehicles being loaded with soil or other debris, or any vehicle considered impossible to search, must be under continuous supervision by CSC staff or Commissionaires working under the authority of the Director.
- .4 Commercial vehicles will only be allowed access to Institutional property when their contents are certified by the Contractor or his representative as being strictly necessary to the execution of the construction project.
- .5 Vehicles shall be refused access to Institutional property if, in the opinion of the Director, they contain any article which may jeopardize the security of the Institution.
- .6 Private vehicles of construction employees will not be allowed within the security fence of the Institution without the permission of the Director.
- .7 With the approval of the Director, certain equipment may be permitted to remain on the construction site overnight or over the weekend. This equipment must be securely locked and disabled, with the power source removed (i.e. battery or propane tank) and taken outside the Institution or locked in a secure location, at the discretion of the Director. The Director may also require that the equipment be secured with a chain and padlock to another solid object.

1.18 MOVEMENT OF CONSTRUCTION EMPLOYEES ON INSTITUTIONAL PROPERTY

- .1 Subject to the requirements of good security, the Director will permit the Contractor and his employees as much freedom of action and movement as is possible.
- .2 However, notwithstanding paragraph above, the Director may:
 - .1 prohibit or restrict access to any part of the Institution;
 - .2 require that in certain areas of the Institution, either during the entire construction project or at certain intervals, construction employees only be allowed access when accompanied by a member of the CSC security staff.
- .3 During lunch and coffee breaks, all construction employees will remain within the construction site.

1.19 SURVEILLANCE AND INSPECTION

- .1 Construction activities and all related movement of personnel and vehicles will be subject to surveillance and inspection by CSC security staff members to ensure that established security requirements are met.
- .2 CSC staff members will ensure that an understanding of the need to carry out surveillance and inspections, as specified above, is established among construction employees and maintained throughout the construction project.

1.20 STOPPAGE OF WORK

- .1 The Director may request, at any time, that the Contractor, his employees, Sub-Contractors and their employees not enter or leave the work site immediately due to a security situation occurring within the Institution. The Contractor's site Supervisor shall note the name of the staff member making the request and the time of the request and obey the order as quickly as possible. The Contractor shall advise the Departmental Representative immediately of this delay to the progress of the work.

1.21 CONTACT WITH INMATES

- .1 Unless specifically authorized, and in the course of work related activity, it is forbidden to come into contact with inmates, to talk with them, to receive objects from them or to give them objects. The Contractor, his employees, Sub-Contractors and their employees doing any of the above may be removed from the site and may have their security clearance revoked.
- .2 It is forbidden to take pictures of inmates, of CSC staff members or of any part of the Institution other than those required as part of this contract.

1.22 COMPLETION OF CONSTRUCTION PROJECT

- .1 Upon completion of the construction project or, when applicable, the takeover of a facility, the Contractor shall remove all remaining construction material, tools and equipment that are not specified to remain in the Institution as part of the construction contract.

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION