

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 Co-operate with Institutional personnel in ensuring that security requirements are observed by all construction employees.

1.4 CONSTRUCTION EMPLOYEES REQUIREMENTS FOR ADMITTANCE

- .1 Submit to 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 the Institution.
- .3 The Director requires that these photographs (ID cards), be displayed prominently on the construction employee's clothing while they are on the Reserve.
- .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 removal 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 of an employee of the company that owns the vehicle. Failure to comply with the above will result in an immediate shutdown of the jobsite and a stoppage of the work for an indefinite period of time at Contractor's expense.
- .2 The Director may limit at any time the number and type of vehicles allowed within the Institution.
- .3 If the Director permits trailers to be left inside the secure perimeter of the Institution, or within the fenced primary construction site compound, these trailer doors and windows will be locked at the close of business daily. All windows will be securely locked when left unoccupied.

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.

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 WORK HOURS

- .1 Normal work hours 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.

1.9 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 site safe and secure, the Contractor will advise the Director as soon as this condition is known.

1.10 TOOLS AND EQUIPMENT

- .1 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 on the outer reaches of the fenced enclosure.
 - .1 Ram sets (Hilti guns) and other cartridge driven tools are not permitted for work at the Institution.
- .2 The Contractor is to ensure that, at the close of business each day, all tools and equipment are locked in a secure room or in secure lockable tool boxes.
- .3 All missing or lost tools or equipment shall be reported immediately to the Director.

1.11 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 re-installation.
- .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 Office (SMO).
 - .2 The SMO will provide a receipt to the Contractor for security hardware keys.
 - .3 The Contractor will provide a copy of the abovementioned receipt to Departmental Representative.

- .3 Construction Hardware/Keys
 - .1 The Contractor shall use standard construction cylinders for locks for his use during the construction period.
 - .2 The Contractor shall 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 will 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.

1.12 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.

1.13 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 their 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.

1.14 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, the Director may order that person to be searched.

1.15 ACCESS TO AND REMOVAL FROM INSTITUTIONAL PROPERTY

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

1.16 MOVEMENT OF VEHICLES

- .1 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.
- .2 Private vehicles of construction employees will not be allowed within the security wall or fence of medium or maximum security Institutions without the permission of the Director.
- .3 When equipment is to remain on the construction site overnight or over the weekend, this equipment must be securely locked and disabled.

1.17 SURVEILLANCE AND INSPECTION

- .1 Construction activities and all related movement of personnel and vehicles may be subject to surveillance and inspection by CSC security staff members to ensure that established security requirements are met.

1.18 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.
- .2 The Contractor shall advise the Departmental Representative immediately of this delay to the progress of the work.

1.19 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.

1.20 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