

# **Institutional Requirements For PWGSC Contractors Working at Stony Mountain and Rockwood Institutions**

## **Introduction**

- To carry out an efficient operation of a penitentiary, it is absolutely necessary for civilian personnel, who are employed on the penitentiary property, to observe established rules and procedures.

## **Establishment of Requirements**

- Prior to commencing work, the contractor shall meet with the Warden or his designate to discuss the nature and extent of all activities involved, and to establish mutually acceptable requirements to ensure that both the project and institution operation may proceed without undue disruption or hindrance except where unavoidable.
- Such requirements shall include the matters specified in this instruction as well as others peculiar to the immediate locality.

## **Working Conditions**

- Subject to Institutional Security requirements, the warden or his designate shall permit the contractor as much freedom of action and movement as is reasonably possible, and the contractor in turn shall be expected to cooperate with institutional personnel in ensuring that security requirements are observed by construction workers.

## **Observation and Inspection**

- Construction activity and all related movement of personnel & vehicles shall be subject to observation & inspection by institutional staff to ensure that security requirements are met, and understanding of the need for this action is established and maintained throughout.

## **Personnel Security**

- The names of all construction personnel to be employed on the site shall be submitted in writing via SMI form #85 (Security Clearance Request) which maybe obtained from Security Intelligence Officer (SIO), Correctional Supervisor In Charge of Construction and/or Public Works Supervisor.
- All contractors and their employees, including subcontractors and their employees, involved in the contract, must report to the SIO or CS I/C of Construction prior to the first day of employment for the purpose of obtaining a "pass" (photo identification card) and receiving a security briefing. This will only be done after a Security Clearance Request form is completed and approved by the Warden.
- The Warden or his designate may require close-up facial photographs to be taken of construction personnel, and may have such photographs displayed at appropriate locations in the institution for identification purposes.
- When the contractors and employees are required to work on the prison property, they will enter and exit the premises via the Service Entrance (Sally Port) if authorized by the CS I/C Construction or designated due to job requirements.
- The Warden or his designate has the right to refuse permission to enter institutional property to any person whom he has reason to believe may be a security risk.

## **Parking**

- The Warden or his designate shall assign the parking area or areas to be used by the construction personnel and indiscriminate parking in other locations shall not be permitted.
- All unattended vehicles must have windows closed, doors and trunks locked, and keys removed.
- Vehicles must not contain any type of weapons, ammunition or spirits (empty, partial or full).

## **Shipping and Access to the Site**

- The contractor shall verify with the Warden or his designate the hours during which vehicles will be allowed to enter or leave the institution. Vehicles or personnel will not be admitted to the institution

after normal working hours or on weekends/holidays without prior arrangement with the Warden or his designate. Normal construction work hours are 07:30 hours to 16:30 hours Monday thru Friday.

- Note: Service Entrance is closed between 11:00 to 13:00 hours unless arrangements are made in advance.
- The contractor shall have all project material and equipment addressed in his name to avoid confusion with the institutions own shipments.
- The contractor shall, when overtime work is necessary, inform the Warden or his designate at least 24 hours in advance so that extra staff may be arranged to maintain the institution's observation inspection of construction activity.
- The Warden or his designate may prohibit or restrict access to any part of the institution. He may require that, in certain areas or at certain times, no civilian is allowed unless accompanied by an officer of the Correctional Service of Canada.
- Private vehicles will not be allowed within the institution's security wall or fence without special permission of the Warden or his designate. All vehicles entering the institution's security wall or fence must comply with institution's security requirements (ie. lockable gas caps or wheel covers, no wheel hub caps, lockable doors and windows, tools in a lockable container and locked when not in use).
- Trucks delivering materials, equipment and tools to the job will be allowed access when the contents are certified by the contractor or his representative as being strictly necessary for the execution of the work. Security requirements such as wheel covers, lockable fuel caps, lockable doors and windows are still required unless special provisions are made thru the CS I/C Construction. Trucks or vehicles, after being unloaded, are to be parked in the designated area outside the security wall or fence.
- All vehicles are subject to search and will be refused access if, in the opinion of the Warden or his designate, they contain any article that may jeopardize the security of the institution. Examples: weapons, alcohol, cell phones, drugs or narcotics.

### **Tools & Equipment**

- **Commissioner's Directive 573 Control of Items Critical to the Security & Safety of the Institution under section 10 and Institutional Standing Order 573**
- The contractor shall maintain an inventory of all tools and equipment, including the number of cartridges for power-driven tools brought on site, and a record of every shot fired. (Empty cartridges to taken out after completion of work and counted with live cartridges. Total cartridges taken in must add up to those taken out, counting those that have been fired.) A copy of these tool lists shall be kept in the Security Construction Trailer when manned or with the officer in charge of the service entrance.
- The contractor shall keep all tools and equipment under constant supervision and not leave them unattended, paying particular attention to power-driven tools, files, saw blades, rod saw, wire, rope, extension cords and ladders.
- The contractor shall store all tools and equipment in places and under conditions approved by the Warden or his designate and locks all toolboxes when not in use. He shall report immediately all missing or lost tools or equipment to the Warden or his designate and complete Missing Tool Report form. This form is available to the General Contractor.
- The contractor shall provide permanent identification (engraving) to all tools indicating that they are the personal property of the employee/tradesperson or employing company. Negligence in this regard may result in confiscation of tools.

### **Telephones & Installations**

- The contractor shall obtain approval from the Warden or his designate for the installation of telephones that shall be located so that they are not accessible to inmates.
- Cell phones are NOT allowed inside the security wall or fence.

### **Two-way Radio Communications**

- The Warden or his designate must approve all two-way radio communication devices.
- All radio devices requested for use on job site must be checked with institutional ADGA technicians to ensure no interference with institution equipment.
- All radio devices brought into SMI are not to be accessible to inmates.

### **Alcohol & Narcotics**

- Stony Mountain Institution has a Zero tolerance for alcohol beverages and narcotics on site. These items are not permitted on institutional property. Discovery of such items on site, and identification of the person or persons responsible for them, shall be reported immediately to the Warden or his designate. Any persons employed in the project that appear to be intoxicated or under the influence of any drug or narcotic, or who behaves in an unusual manner, shall be subject to immediate removal from institutional property.

### **Control of Contraband - General**

- The contractor is responsible for ensuring that all persons employed by him directly or indirectly upon the project are familiar with Correctional and Conditional Release Act section 45 Summary Convictions.

#### ***CCRA Summary Conviction Offences***

- 45.** Every person commits a summary conviction offence who
- (a) is in possession of contraband beyond the visitor control point in a penitentiary;
  - (b) is in possession of anything referred to in paragraph (b) or (c) of the definition "contraband" in section 2 before the visitor control point at a penitentiary;
  - (c) delivers contraband to, or receives contraband from, an inmate;
  - (d) without prior authorization, delivers jewellery to, or receives jewellery from, an inmate; or

#### **Search:**

- Where the Warden or his designate suspects, on reasonable grounds, that an employee of the contractor is in possession of contraband, he may order that person to be searched, under, Correctional Conditional Release Regulations Section 42.1 Contraband, Sections 43-46, 54.1-2, 55.1 Search and Seizure and Section 57 Seizure, Commissioner's Directives 566-8 section 9-16.

### **Key Control:**

- **Commissioner's Directive 573 Control of Items Critical to the Security & Safety of the Institution under section 3 C & E and Institutional Standing Order 573**

The general contractor shall maintain control of all new keys as follows:

- a. Upon receipt of keys from the security hardware supplier/installer;
  - Provide a receipt to the security hardware supplier, listing all keys and quantity of each, by key code.
  - Provide a copy of the receipt to the appropriate Correctional Service of Canada representative at the site (Security Maintenance Officer Wm. Phelan).
  - Locks are to be handed over to SMO Officer Wm. Phelan ext: 5808 for the purpose of repining of lock to CSC standards. Once locks have been repined, locks will be returned to General Contractor for installation.
  - Keys for locks will be made available to the Security Construction Gate to maintain CSC regulation control.
- b. Upon putting operational keys into use:
  - Keys will be issued thru the Security personnel at the East Security Construction Trailer as per CSC standards and to ensure that keys are issued to responsible personnel only and the keys are turned in at the end of the days work. No keys are to be retained by an employee for any period longer than that for which the key is required.
  - The issue and receipt of all keys is recorded, showing the date, time, key code number, issued to, including the name of the recipient and employer. The time of return should be signed in by the key control officer (Gate Security) and witnessed by CSC site representative at the end of each working day.
  - Report, in writing, any untoward circumstances, such as loss, disfigurement, misuse, or mishandling, etc., to the security hardware supplier or CSC/SMO, identifying keys by code and/or number, so that appropriate action may be taken to effect replacement or abandonment of that particular code as circumstances may warrant. Send a copy of these reports to the CSC site representative.

- Misuse or improper control of CSC keys can result in that employee being denied access to keys or removal from CSC property.
- No inmates are allowed to handle or be given access to CSC keys.
- c. Upon completion of the contract and takeover of the buildings:
  - Provide a list of all keys, by number and/or key code, with space for the signature of recipients (both Public Works & Government Services Canada representative and CSC representative) and the date of receipt.
  - Provide certification to Public Works & Government Services Canada that all reasonable caution and care has been exercised in accordance with these instructions, and include a copy for CSC.

**NOTE \***

- Once locks have been installed on new installation, all keys pertaining to that lock and code shall immediately be turned over to the CSC/SMO.
- All locks removed during demolition must immediately be turned over to CSC/SMO.

**Work Areas**

- The contractors and their employees shall be confined to their work area. All other buildings and grounds shall be considered "Out of Bounds".
- The contractors and their employees shall not contact or attempt to contact or deal in any way with inmates.

**Confined Space Entry**

- Confined Space Entry Regulations are now in effect. Personnel entering confined space areas must have passed the required Confined Space Training Course to enter Class "A" or "B" areas at SMI or Rockwood Institution.
  - a. Confined Spaces Area "A" are typically areas below grade within the duct areas of the Stony Mountain Institution and some areas within Rockwood Institution and farm annex. Confined Space Area "A" requires the issue of a permit from the SMI Works Department prior to entry of area or issue of keys. This includes all necessary equipment and safety personnel.
  - b. Confined Spaces Area "B" are all areas above grade within a confined space area such as attics, mechanical rooms and ducts. This does not require a permit from Works Department, but does require that you sign a waiver form. This form is for you to indicate that you have had the Confined Space Training. To enter Confined Spaces you are required to have all necessary equipment. The waiver form must be completed prior to entry or before the issuance of any keys.