

1.1 GENERAL

- .1 The security requirements of this Section will only apply after Substantial Completion has been achieved and the building has been hand-over to Correction Services Canada operation.
- .2 Work of this Section must not disrupt the daily operations of the Institution and shall be carried out in such a way to ensure that security at the Institution is maintained at all times.
- .3 Abide by all rules and procedures specified herein and with all directives given by the Departmental Representative.

1.2 DEFINITIONS

- .1 Where used, the following terms shall be deemed to have the meaning stated herein.
- .2 Institution: means the Penitentiary or Correctional Facility where the Work will be carried out.
- .3 Departmental Representative: means the person in charge of the Correctional Institution or Penitentiary where the Work will be carried out and includes any authorized person at the Facility, as designated by the Departmental Representative, to provide directions on his/her behalf.
- .4 Contraband: means any of the following:
 - .1 An intoxicant, including alcoholic beverages, drugs and narcotics;
 - .2 A weapon or a component thereof, ammunition for a weapon, and any other object 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 the prescribed limit of 50.00 dollars and;
 - .5 Any other item, as deemed by the Departmental Representative, to pose a risk to the security of a Penitentiary or to the safety of persons, when that item is possessed without prior authorization from the Departmental Representative.
- .5 Smoking **not permitted on Institutional property. Unauthorized smoking items: means all smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing or snuffing tobacco, cigarette making machines, matches and lighters.**
- .6 Commercial vehicle: means any motor vehicle used to transport materials, equipment and tools to the site as required for construction purposes.
- .7 CSC: means the Department of Correctional Service Canada.
- .8 Construction employee: means any person working for the General Contractor or subcontractor(s), commercial vehicle or equipment operator, material supplier and personnel from testing, inspection or regulatory agencies who needs to circulate on the Institution's property as part of the Work.

**1.3 WORKER SECURITY
CLEARANCE**

- .9 Departmental Representative: means the person as defined in the General Conditions of the Contract for projects managed by Public Works and Government Services Canada (PWGSC) or the Project Manager for projects managed by Correctional Service Canada (CSC).
- .10 Construction zone: means the area as shown on the contract drawings and as described below where the Contractor will be allowed to work.
- .1 Security clearance must be obtained from Correctional Service Canada (CSC) for all construction employees who need to circulate on the Institution's property after Substantial Completion has been achieved and the building turned over to CSC for operation.
 - .1 Applicable security application forms will be provided by the Departmental Representative.
 - .2 Have forms filled out by each worker.
- .2 Submit to the Departmental Representative:
 - .1 A list of the names with date of birth of all construction employees;
 - .2 Completed security clearance form for each person.
- .3 No person will be admitted inside the Institution without a valid CSC Security Clearance in place and a recent picture identification, such as a provincial driver's permit, to show proof of his identity.
 - .1 Security clearances obtained from other CSC Institutions are not valid at the Institution where the work of this contract will take place.
- .4 Allow two (2) weeks for processing of security clearances.
- .5 Be aware that facial photographs of security cleared construction employees may be taken as deemed required by the Departmental Representative.
 - .1 These photographs may be posted for display at appropriate locations in the Institution or placed into an electronic database for identification purposes.
 - .2 Photo ID cards may also be issued to each construction employee to be donned while on site. ID cards will be left at the designated security entrance to be picked by each person upon arrival at the Institution and must be prominently displayed on the person's clothing at all times.
- .6 CSC Security Clearance will be denied and entry into the Institution will be refused to any person which the Departmental Representative has reason to believe may be a security risk to the Facility's operations.
 - .1 Also, a person will be subject to the immediate removal from the Institution if he/she:
 - .1 Appears to be under the influence of alcohol, drugs or narcotics.
 - .2 Behaves in an unusual disorderly manner.
 - .3 Is found in possession of contraband.

- .7 Facilitate security clearance application process:
 - .1 Provide copy of security clearance form to all workers including those of sub-contractors.
 - .2 Provide a list of names and birth dates for all persons who require security clearance to the Departmental Representative.
 - .3 Coordinate and expedite submissions from the various subcontractors.
 - .4 Brief and assist applicants in preparing and submitting the required application form and related documentation.
 - .5 Review application form of each applicant for completeness before submission.
 - .6 Have each worker keep a copy of their completed application form in case the initial submission gets lost.
 - .7 Submit documentation in an organized manner with transmittal letter clearly identifying the project for which worker security clearance is being requested.
 - .8 Send submission(s) to the approved mailing address provided by the Departmental Representative.

1.4 VEHICLES

- .1 All unattended vehicles on the Institution's property shall have their windows, doors and trunks closed and locked at all times. Keys must be removed and kept securely in the possession of the vehicle's owner or with an employee of the Contractor or subcontractor who owns the vehicle.
- .2 Office and/or storage trailers' exterior doors shall be kept locked at all times and windows securely locked when trailer is unoccupied. All storage trailers must be kept locked when not in use.

1.5 SHIPMENTS

- .1 All shipments of materials, equipment and tools shall be clearly marked, addressed to the attention of the project title and Contractor's name to avoid confusion with the Institution's own shipments.
- .2 Contractor shall have designated employee(s) on site to receive and take possession of all deliveries and shipments.
- .3 **Under no circumstances will personnel of the Institution accept delivery of materials, equipment and tools designated for use by the Contractor in the Work.**

1.6 WORK HOURS

- .1 Be aware that for security reasons the days and hours which Contractor will be permitted to perform work at the site are limited to:
 - .1 Weekdays only from Monday to Friday and between the hours of 07:30 and 16:00.
- .2 **Work will not be permitted during evenings, night time, weekends and on statutory holidays without the permission of the Departmental Representative. A minimum of two days (48 hours) advance notice will be required to obtain the necessary permission.**

**1.7 TOOLS AND
EQUIPMENT**

- .1 Make a complete list of all tools and equipment brought on site for use in the work. Provide copy of the list to the Departmental Representative and to Departmental Representative.

- .2 Keep tools and equipment under supervision. This is of particular importance for power-driven and cartridge-driven tools, cartridges, files, saw blades, rod saws, wire, rope, ladders as well as all types of jacking devices.
- .3 Store all tools and equipment in lockable tool boxes and place in approved and secure locations.
- .4 Scaffolding: Store and securely lock scaffolding components when not erected. When erected, secure against unauthorized disassembly in manner approved by the Departmental Representative.
- .5 Immediately report to the Departmental Representative any missing tools and equipment.

1.8 KEYS

- .1 Security Hardware Keys:
 - .1 Arrange and ensure that keys for security door hardware are delivered directly by the hardware Supplier/Installer to the Institution's designated Security Maintenance Officer (SMO).
 - .2 The SMO will provide written receipt to Contractor for security keys received.
 - .3 Provide a copy of such receipt to the Departmental Representative.
- .2 Construction Keys:
 - .1 Supply and install construction cylinders on all new doors and keep such doors locked during the entire construction period.
 - .2 Instruct construction employees on the care and safekeeping of keys assigned to them to ensure safe custody of construction keys.
 - .3 Construction cylinders shall only be removed and be replaced with operational cylinders at such time as deemed appropriate by the Departmental Representative. The SMO will, in conjunction with the lockset manufacturer:
 - .1 Prepare an operational keying schedule.
 - .2 Accept the operational keys and cylinders directly from the lockset manufacturer.
 - .3 Arrange for removal and return of the construction cylinders and install the operational cylinders in all locks.
 - .4 Upon putting operational security keys into use, an approved security escort designated by the Departmental Representative will thereafter obtain specific keys from the SMO and open those doors as required by Contractor to access work areas.
 - .5 Contractor shall issue instructions to all construction employees advising them that all security keys must always remain with the security escort.

1.9 SMOKING RESTRICTIONS

- .1 Contractor and construction employees are not permitted to:
 - .1 Smoke inside the Institution or outdoors of the Facility and;
 - .2 Must not possess unauthorized smoking items within the secure perimeter of the Institution.

- .2 All persons found in violation of this directive shall immediately cease smoking and dispose of any unauthorized smoking items. If violations persist, such persons will be removed from the Institution's property.
- 1.10 CONTRABAND**
- .1 Weapons, ammunition, explosives, alcoholic beverages, drugs and narcotics are considered contraband by the Institution and are strictly prohibited on the Institution's 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 Departmental Representative.
- .3 Contractor shall be vigilant with all construction employees and suppliers in ensuring that no contraband items are brought on site. Advise all persons that the discovery of contraband will result in the cancellation of their security clearance and their immediate removal from the site. Serious infractions may result in the removal of the Contractor or subcontractor from the Institution's property for the duration of the Contract.
- .4 Presence of arms and ammunition found in vehicles owned by Contractor, subcontractors, suppliers and construction employees will result in the immediate cancellation of security clearance for the driver of that vehicle.
- 1.11 SEARCHES**
- .1 All vehicles and persons entering Institutional property may be subject to search.
- .2 When the Departmental Representative suspects, on reasonable grounds, that a construction employee is in possession of contraband, he/she may order that person to be searched.
- 1.12 OFF-HOURS
SITE ACCESS**
- .1 Construction personnel and commercial vehicles will not be permitted access to the Institution outside of the stipulated work hours specified, unless approved by the Departmental Representative.
- 1.13 MOVEMENT
OF VEHICLES**
- .1 Be aware that commercial vehicles will only be allowed to enter or leave the secure perimeter of the Institution (ie: pass through the designated vehicle security gate) between the following hours of each day:
- .1 From 07:45 AM to 11:00 AM and;
- .2 From 13:00 PM to 15:30 AM.
- .2 Contractor shall provide 24 hours advance notice to the Departmental Representative of the arrival of heavy equipment such as excavator, cranes, concrete trucks, etc., to the site.

END OF SECTION