

Regional Psychiatric Centre (Prairies) - Contractors Security Briefing Form

It is the responsibility of the CONTRACTOR to inform their staff of these security requirements and shall display a copy of these requirements at their job site.

Once read, there is room at the end of this document that requires the signature of all contract staff that will be conducting work on institutional property.

1. ALCOHOL AND NARCOTICS / DISORDERLY CONDUCT

- Alcoholic beverages and narcotics are not permitted on institutional property.
- Removal of any person employed on the project that appear to be intoxicated or under the influence.
- Removal of any person employed on the project that acts in a disorderly manner.

2. CORRECTIONAL AND CONDITIONAL RELEASE ACT

- This is a medical facility within the Correctional Service of Canada, and as such is governed by Rules and Regulations as defined by both the Criminal Code of Canada, and the Corrections and Conditional Release Act and Regulations.
- Attached are the Corrections and Conditional Release Regulation Section 45 which is of **EXTREME IMPORTANCE** for your personnel to be informed of (ANNEX A and B).

- Searches of your person and vehicles will be done. This is part of our security procedure and is not intended to embarrass you, but rather to assist the Operations Division in maintaining the security of the Institution.
- Searches include, but are not limited to, searches by the Institutional Drug Dog, the Drug Detection Machine known as the Itemiser, X-ray machine, and the walk through/hand held scanner.

3. CONTRABAND AND UNAUTHORIZED ITEMS

- **"CONTRABAND"** and unauthorized items is indicated in section two (2) of the Act. It is an offence to use, trade, or barter with an inmate or for an inmate to attempt to barter with you. It is your responsibility to report any such bartering to the Correctional Staff.
- Offenders, staff members, **contractors**, volunteers and **visitors** are not permitted to smoke inside correctional facilities (including private family visiting units) or outdoors within the perimeter of a correctional facility.
- Staff members, **contractors**, volunteers and **visitors** must not possess unauthorized smoking items within the perimeter of a correctional facility.
- CSC **contractors**, volunteers and **visitors** who are in violation of this policy will be requested to cease smoking or dispose of any unauthorized smoking items and if they persist will be directed to leave the institution or CCC.
- **Definition:** Unauthorized smoking items: smoking items including, but not limited to, cigarettes, cigars, tobacco, chewing tobacco, cigarette making machines, matches and lighters are unauthorized items within the meaning of section 2 of the *Corrections and Conditional Release Regulations*, except tobacco and ignition sources used for the accommodation of Aboriginal spirituality or other religious practices.

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- While it is totally incomprehensible to expect yourself to identify any item as contraband, or an unauthorized item(s), if you accidentally find any item(s), inform the Correctional Supervisor or a staff member identified by a CSC tag, so that appropriate action can be taken. **WHAT MAY SEEM INNOCENT TO YOU MAY BE OF SERIOUS CONCERN TO US.**

4. PERSONNEL

- In order to assist in providing a secure environment and a simple means of having all the work completed, we require information on the following :
 - 1) Names of all personnel who will be working on the project. This must include the full names of the individuals and their date of birth.
 - 2) Nature of the job (what is being done)
 - 3) Extent of the work (what you will be doing)
 - 4) Hours you intend to work
 - 5) Anticipated number of days required on site.

THE INSTITUTION IS OPEN FROM 0800-1200 AND 1230-1600

- All personnel working at the job site must have prior security clearance before any work is started. All names must be submitted on a CPIC Form. The names must be clearly printed and state the persons name in full and persons date of birth. **All clearance requests require at least 72 hours before approval or denial is granted.**
- All contract personnel must bring their identification, with picture ID to gain access into the Institution.

5. ACCESS TO THE SITE

- You must inform the **Correctional Supervisor at 975-5402** of any overtime you intend to work at least 24 hours in advance. We must know your intentions in the event that we require any additional security measures. Be informed that overtime may not be granted although every consideration will be given.
- If you are working in two or more different areas within the Institution at the same time, inform the Correctional Supervisor at 975-5402 of your intention so that if required an escort can be provided. Movement within the Institution is restricted and prior arrangements must be made.

6. OBSERVATIONS, INSPECTIONS AND EMERGENCIES

- Construction activity is subject to observation and inspection by Correctional Officers to ensure security of the Institution is maintained.
- It is not anticipated that an emergency will arise in which you will be asked to leave an area abruptly. However, if you are asked to vacate an area in a hurry, pick up all your equipment as best as you can and follow the Correctional Officer's instructions.

7. DISCIPLINE OF INMATES

- When a contractor, or an employee of a contractor, witnesses unacceptable behaviour on the part of one or more inmates, he or she shall take the necessary immediate action :
 - 1) Inform a member of the Service immediately.
 - 2) Be prepared to provide a statement of the occurrence to a member of the service as required.

8. INSTITUTIONAL IDENTIFICATION

- The Institutional Head may require facial close-up photographs to be taken of construction personnel and to have them displayed in a prominent location within the premises. Normally photos will be taken when work will exceed two or more days on site.
- Should you be issued with an Identification card it must be worn at all times when working within the confines of the Institutional grounds. The ID cards shall be worn on the right chest at all times.
- **YOUR ID CARD IS YOUR RESPONSIBILITY AND SHOULD BE REPORTED TO THE SECURITY MAINTENANCE OFFICER OR THE CORRECTIONAL SUPERVISOR IMMEDIATELY IF LOST (on Institutional property, as well as off Institutional Property).**

9. TOOLS AND EQUIPMENT

- **TOOL POLICY** : It is RPC's policy **NOT** to provide, loan or otherwise distribute any tool, ladder, and / or miscellaneous part(s) to outside contractors.
- All outside contractors and service personnel are required to fill out an "**OUTSIDE CONTRACTORS TOOL INVENTORY**" prior to any tools being taken inside the Institution.
- The white copy of the "Outside Contractors Tool Inventory" form will then remain at the Principal Entrance so as to verify your tools going in and out of the Institution. You are to hold the yellow copy of the above stated form on your person at all times. When taking any tools out, the yellow copy must be given to the Visitor Security Officer at the Principal Entrance.

9. TOOLS AND EQUIPMENT CONTINUED

- You must report any additions and/or deletions to your tool list prior to bringing them in or removing them from the Institution.
- Tools are classified into three (3) basic groups:
 - N** = NON-RESTRICTED
 - R** = RESTRICTED
 - P** = PROHIBITED

Any tool classified as "**PROHIBITED**" will be allowed into the institution but must be removed from the Institution once the work with that tool is completed. There are times when these tools are allowed to remain within the institution but ensure that arrangements have been made with the Security Maintenance Officer for "secure storage".

- All power "shot," Ram-set, Hilit or any other power-driven tool must have all cartridges accounted for including those which have been used must be returned to the Principal Entrance so as to verify the correct count going in as well as going out on a daily basis.

10. TOOL SAFETY

- Keep all tools and equipment under constant supervision and do not leave them unattended. Pay particular attention to power driven tools, files, saw blades, rod saws, wire, rope, and ladders. If you must leave the area ensure that your tool kits are locked or leave them with a fellow employee or in a secure area which has been designated for your use. This safe guard is done not only to protect your tools but also to prevent a tool from being stolen.
- All broken blades and tools must be accounted for. **DO NOT THROW OUT ANY BROKEN TOOLS.**

A DAILY INVENTORY OF YOUR TOOLS IS REQUIRED

- If you notice a tool missing, contact the Correctional Supervisor and/or the Security Maintenance Officer **IMMEDIATELY!** It is extremely important that we know when you last had the tool, what

the tool is, where you were working and if you noticed anyone in the area the time you last had the tool.

- **YOU ARE RESPONSIBLE FOR YOUR TOOLS. IN THE EVENT OF A LOST TOOL, YOU ARE RESPONSIBLE FOR LOCATING AND FINDING THE TOOL.**

11. CONTRACTORS AND CONSTRUCTION VEHICLES

- You may park your vehicle(s) in the visitors parking area, but ensure all doors and windows are locked. In the event you require your vehicle inside the institution for the transportation of tools and/or materials, your vehicle(s) is subject to a search by the officer at the Principal Entrance.
- The driver of the vehicle and the passenger are required to step out of the vehicle before being let in or out of the institutional grounds.
- The driver of the vehicle will shut-off the vehicles motor and open all doors, hood and trunk of the vehicle.
- The driver will be required to sign the Vehicle Registration log book at the Principal Entrance.

ONCE YOUR VEHICLE(S) IS INSIDE THE INSTITUTION, REMOVE THE KEYS, HAVE ALL WINDOWS TURNED UP AND LOCK ALL DOORS. TOOL CRIBS WILL BE LOCKED AND ALL LOOSE ITEMS WILL BE SECURED ESPECIALLY THOSE ITEMS IN AN OPEN BOX TRUCK.

- **Vehicle entry into the institution is on a "NEED ONLY" basis and not to be confused with convenience.** We do not encourage vehicles to be left inside the institution for any reason, therefore it is strongly recommended that if you must bring your vehicle into the institutional grounds that you do so with the intent that your vehicle will be brought out immediately.

ALL VEHICLES COMING ONTO THE PROPERTY BEYOND THE PERIMETER GATES MUST HAVE LOCKING GAS CAPS.

12. DELIVERIES TO SITE OR FOR THE CONTRACTORS

- No deliveries will be accepted by the Officer at the Principal Entrance. If deliveries are expected, it is advisable to notify the Officer(s) at the Principal Entrance as to when and where any deliveries are to be made and whom to contact upon their arrival.
- Deliveries to departmental areas rather than job sites should be arranged through the appropriate departmental heads, as some departments will not accept deliveries between 1100 - 1300 hours.
- Vehicles must be out of the Institution by 1600 hours unless prior approval has been given to allow it to remain inside.

13. KEY TAGS

- One person out of the group of contractors is issued a set (2) of key tags which allow them to issue keys from key safes within the Institution. Only the person who is issued to the key tag is allowed to use this key tag. No one else can issue any keys using this key tag.
- If there is a time that the person who the key tags are issued to can not be here for the day, that said person can authorize one other person to issue the keys for that day. The said person shall notify the Security Maintenance Officer who the authorized person is.

14. KEY CONTROL

A) THE GENERAL CONTRACTOR SHALL MAINTAIN CONTROL OF ALL NEW KEYS AS FOLLOWS:

- I. **Upon receipt of keys from the Security hardware supplier / installer:**

- a) Provide a receipt to the security hardware supplier, listing all keys and quantity of each key code.
- b) Provide a copy of the receipt to the appropriate CSC representative at the site.
- c) Procure and install a locked metal cupboard adequately equipped with sufficient key hooks to receive and accommodate one of each key be key code.
- d) Store two (2) spare sets of all keys in bonded storage with access limited to one person in the employ of the general contractor and one person in the employ of CSC. Access to bonded storage shall be joint, i.e., one party cannot gain access to the storage without the presence of the other party.
- e) Supply proof to CSC that keys have been put in bonded storage such as a bank safety deposit vault or equal.
- f) Appoint one of his employees to be Key Control Officer responsible for the issue and receipt of keys.
- g) Issue instructions to all employees and sub-trades as necessary to ensure safe custody of the operational set of keys.

II. Upon putting Operational Keys into use:

- a) Issue instructions to the company Key Control Officer to ensure that keys are issued to responsible personnel only and that keys are returned to the Key Control Officer when they are no longer required for the days work.
- b) Issue instructions that all keys are to be turned in at the end of each days work. No keys are to be retained by any employee for any period longer than that for which the key is required.
- c) Institute a system whereby the issue and receipt of all keys is recorded showing the date, time key code number, whom issued to ,

including the name of the recipient and the employer. The time of return should be signed in by the Key Control Officer and witnessed by the CSC site representative at the end of each working day.

- d) **REPORT IN WRITING** any untoward circumstances such as loss, disfigurement, misuse, or mishandling, etc., to the Security Hardware Supplier, identifying key code and/or number so that appropriate action may be taken to effect replacement or abandonment of that particular code as circumstances may warrant.
- e) Send a copy of each report to the CSC site representative.

B) UPON COMPLETION OF THE CONTRACT AND TAKE-OVER OF THE BUILDING:

- a) Provide a list of all keys by number and/or key code, with space for the signatures of recipients (both PWC representative(s) and CSC representative) and the date of receipt by the CSC representative.
- b) Provide certification to Public Works Canada that all reasonable caution and care has been exercised in accordance with these instructions and include a copy for CSC.

15. TELEPHONES

- Obtain approval of telephone installation from the Institutional Head. Locate telephones to be inaccessible to inmates.
- Cell phones are not allowed in the institution. However, in special cases cell phones may be approved for entry into the Institution only by the Institutional Head. The cell phone will have to signed in and out daily with the number given to the Visitor Security Officer.

16. REMINDERS

- If you have any questions or concerns contact the Correctional Supervisor at 975-5402
- **BE PATIENT --** Expect that it takes some time to be processed. Our key objective is first and foremost for the **SECURITY** of the Institution and everyone in it.
- **Watch your wallets/currency/keys and /or ID** There are lockers available at the Principal Entrance if you would like to lock your wallets, keys or ID for the day.
- Ensure that all Federal and Provincial safety precautions are followed. Appropriate dress and protective clothing. Ensure use of all Personal Protective Equipment.
- **Maintenance Contact Numbers.** If no one is available to take your call, please leave a message.
 - Maintenance Supervisor - 975- 5633
 - Building Maintenance - 975- 5383
 - Grounds Maintenance - 975- 4856
 - Environmental - 975- 4856
 - Mechanic - 975-5525
 - Department fax - 975-6493

I, _____, have read the Regional Psychiatric Centre "**Contractor's Security Briefing Form**" and understand the requirements made out to myself and my employees and / or contractors.

(Signature of Contractor)

(Date)

Names and signatures of employees who have been informed and read this document.

Name	Signatures

Annex A

Summary Conviction Offences

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
- (e) Trespasses at a penitentiary.

Annex B

"Contraband" is stated as:

- (a) an intoxicant,
- (b) 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.

- (c) an explosive or a bomb or a component thereof,
- (d) currency over any applicable prescribed limit, when possessed without prior authorization, and
- (e) any item not described in paragraphs (a) to (d) that could jeopardise the security of a penitentiary or the safety of persons, when that item is possessed without prior authorization.