

1. GENERAL INFORMATION

1.1. PURPOSE

- 1.1.1. To ensure that the work and institutional activities are carried out smoothly with no undue delays, and that institutional security is maintained at all times.

1.2. DEFINITIONS

- 1.2.1. « CSC » Correctional Service Canada.
- 1.2.2. « Warden » Warden of the institution.
- 1.2.3. « Departmental representative » Any employee who is mandated to intervene, carry out supervision, ensure coordination and/or supervision of the work.
- 1.2.4. « Work enclosure » Area where, as indicated on the project plans, the contractor is authorized to work. This can be isolated from the perimeter of the institution.
- 1.2.5. « Perimeter » Area of the establishment surrounded by fences or walls preventing the movement of inmates.
- 1.2.6. « Prohibited items » :
- a) Intoxicants, including alcohol, drugs and narcotics;
 - b) A weapon or a component thereof, ammunition, or anything that is designed to kill, injure or disable a person or that can be assembled or modified for such purposes, possessed without prior authorization;
 - c) An explosive or a bomb, or a component thereof;
 - d) An amount of money exceeding the regulatory limit;
- NOTE:** Consult the *Corrections and Conditional Release Regulations* (SOR/92-620): \$50 limit in a minimum-security institution, \$25 limit in a medium-security institution, maximum-security institution, or multi-level security institution.
- e) Any other item possessed without prior authorization that could jeopardize the security of the penitentiary or the safety of persons;
 - f) Tobacco products and associated products (including, but not limited to, cigarettes, electronic cigarettes, cigars, tobacco, chewing tobacco, cigarette-making machines, matches and lighters) are authorized items if used outside.
- 1.2.7. « Commercial vehicle » Vehicle intended for the transportation of material, equipment or tools necessary for the work.

1.3. PRELIMINARY MEASURES

- 1.3.1. Prior to starting the work, the Contractor must communicate with the Departmental representative to:
- a) Discuss the nature and the scope of the work associated with the project;
 - b) Establish mutually-acceptable security measures, in accordance with this directive and the specific needs of the institution.
- 1.3.2. The Contractor must:
- a) Be sure to inform their employees of the security requirements;
 - b) Work with institutional staff to ensure that their employees comply with the security requirements.

1.4. CONTRACTOR'S EMPLOYEES

- 1.4.1. According to the Warden's preference, the Contractor must be aware that no employee will be admitted access to the institution without valid security clearance and have a recent photo identification card, such as a provincial driver's licence.
- 1.4.2. An individual will be refused entry to institutional premises if there is reason to believe that they pose a security risk.
- 1.4.3. Individuals will be immediately removed from institutional premises if:
 - c) They appear to be under the influence of alcohol, drugs or narcotics;
 - d) They behave in an abnormal or disorderly manner;
 - e) They are in possession of prohibited items.
- 1.4.4. Before accessing the institution any individual may be required to fill out a form or to answer questions concerning their immediate health state. When requested by the Warden, the individual's body temperature may be checked. Following these verifications, CSC might chose to refuse access to any individual.

1.5. SHIPMENTS

- 1.5.1. All shipments of material, equipment or tools for the work must be addressed to the Contractor to clearly distinguish them from shipments for the institution. The Contractor must ensure that his employees are on site to receive deliveries, as CSC staff will **not** accept deliveries of materials, equipment or tools intended for the Contractor.

1.6. COMMUNICATION DEVICES

- 1.6.1. Cellular or digital cordless phones (including, but not limited to, text messaging devices, pagers, BlackBerry, and telephones used as two-way radios), laptop computers and tablets are permitted. Even when permitted, they are not to be used by offenders.
- 1.6.2. The Warden approve the use of two-way radios.

1.7. TOOLS AND EQUIPMENT

- 1.7.1. The Contractor must keep a comprehensive list of the tools and equipment used during the work. This list must be kept up-to-date throughout the work and be submitted for inspection when necessary.
- 1.7.2. The Contractor's Employees must never leave tools unattended, particularly mechanical tools, files, saw blades, hacksaws, wire, rope, ladders and any item used for lifting (jacks, cylinders, etc.).
- 1.7.3. The Contractor's Employees must store tools and equipment in a secure, authorized location.
- 1.7.4. The Contractor's Employees must lock all toolboxes after use and keep the keys with them at all times. They must also lock scaffolding that is not being used; once erected, scaffolding must be secured to the satisfaction of the Departmental representative.
- 1.7.5. The Contractor's Employees must notify the Departmental representative immediately if any tools or equipment have been lost or are unaccounted for.

NOTE: Controlled items are managed differently from one institution to another and must be verified with the specific institution.
- 1.7.6. If propane or natural gas is used as a heat source for the work, the institution requires that a member of its personnel supervise the work site outside of regular working hours.

NOTE: This is a concern if the work site is located near inmates' living units. A fire could put human lives in danger. Check the institution's policy.

1.8. KEYS

- 1.8.1. The Departmental representative who escorts the Contractor's Employees must obtain the keys in order to open doors according to the Contractor's needs. The Contractor must inform his employees that only the Departmental representatives escorting them are authorized to use the keys.

1.9. PRESCRIPTION MEDICATION

- 1.9.1. If the Contractor employs individuals who must take prescription medication during the work day, these employees must obtain authorization from the Warden to bring one (1) day's dosage into the institution.

1.10. RESTRICTIONS ON TOBACCO USE

- 1.10.1. Neither Contractors nor the Contractor's Employees are permitted to smoke inside correctional institutions.
- 1.10.2. All individuals who violate this policy will be asked to stop smoking or to throw out all unauthorized tobacco products immediately. Individuals who continue to violate this policy will be asked to leave the institution.
- 1.10.3. Smoking will only be permitted outside.

1.11. PROHIBITED ITEMS

- 1.11.1. Firearms, ammunition, explosives, alcohol, drugs and narcotics are prohibited on institutional premises.
- 1.11.2. The Warden must be notified immediately if anyone is found in possession of prohibited items on the work site.
- 1.11.3. The Contractor must be vigilant in monitoring their employees as well as the employees of their Subcontractors. Individuals found in possession of prohibited items may be expelled. If the violation is serious, the company in question may be expelled from the institution for the duration of the work.

1.12. CONTACT WITH OFFENDERS

- 1.12.1. It is prohibited to enter into contact with offenders, speak to them, give them anything or accept anything from them without specific authorization. Anyone who violates this order will be expelled from the site and have their security clearance revoked.
- 1.12.2. It is prohibited to photograph offenders or CSC employees. It is also prohibited to photograph sectors of the institution when such photography is not required for the execution of the present contract.

2. PRODUCTS

2.1. NO OBJECT

3. EXECUTION

3.1. ACCESS TO THE INSTITUTION

- 3.1.1. Neither the Contractor's Employees nor commercial vehicles may be admitted to the

institution's premises outside normal working hours without the express authorization of the Departmental representative.

- 3.1.2. The work week at the facility is Monday to Friday, generally 8:00 a.m. to 4 p.m. Hours of work vary from institution to institution. They should be checked with the institution concerned.

3.2. DAILY WORK PROGRAM

- 3.2.1. The contractor must send a daily work program to the departmental representative in the form of an email one day in advance and before noon, so that he can coordinate the work with the operations and security of the institution as well as with other work in progress and schedule the security escorts required for surveillance. The contractor must notify the departmental representative as soon as possible if there are any changes to the day's schedule, eg: interruption or need for extension of work, etc.

3.3. VEHICLE TRAFFIC

NOTE: Hours vary from one institution to the next. They should be verified with the institution concerned.

- 3.3.1. The Contractor must provide the Departmental representative forty-eight (48) hours' notice of the arrival of heavy equipment.
- 3.3.2. Entry will be refused to all vehicles carrying materials that the Warden believes pose a risk to institutional security.

3.4. CIRCULATION OF THE CONTRACTOR'S EMPLOYEES ON INSTITUTIONAL PREMISES

- 3.4.1. Subject to proper institutional security, the Warden will give the Contractor and the Contractor's Employees as much freedom of movement and autonomy as possible.
- 3.4.2. The previous paragraph notwithstanding, the Warden may:
- Prohibit access to sections of the institution;
 - Require that the Contractor's Employees be accompanied by CSC security personnel or the departmental representative inside the building;

3.5. UNINSTALLED EQUIPMENTS AND ACCESSORIES

- ~~3.5.1. Return all uninstalled devices, devices, equipment, accessories or hardware to the Departmental Representative to ensure that they are disposed of or kept in a safe place for later reuse. If authorized by the departmental representative, dispose of it responsibly.~~

3.6. MONITORING AND INSPECTION

- 3.6.1. CSC security personnel will monitor and inspect the Contractor's Employees activities as well as related movement traffic to ensure that established security standards are being followed.
- 3.6.2. At the start and throughout the duration of the work, CSC staff will convey to the Contractor's Employees the necessity of monitoring and inspections.

3.7. WORK STOPPAGE

- 3.7.1. At any time, the Warden may ask the Contractor, the Contractor's Employees, or Subcontractors not to enter the work site or to leave immediately if a security incident is in progress in the institution. The Contractor's Employees must note the name of the CSC employee issuing the request as well as the time and comply with the order as soon as possible.

- 3.7.2. Once notified, the Contractor must inform the Departmental representative of work stoppage without delay.

3.8. WORK COMPLETION

- 3.8.1. Unless otherwise indicated in the contract, once the project is completed or the facilities handed back to the CSC, the Contractor must remove all materials, tools and equipment from the institution, as well as perform a final clean-up of the site.

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