SECURITY REGULATIONS
FOR CONTRACT FORCES ON DEPARTMENT OF CORRECTION FACILITIES

Facility Admittance (3.01)

1. Due to the location and nature of the work, the **Department of Correction** will issue **badges** to each of their employees. These **badges** shall be worn in plain sight at all times within the confines of the Correctional Facility.

2. All **bidders** and **contracted personnel** shall provide to the **Agency Representative / Project Manager** the following information at least 24 hours in advance of being admitted on site:

- **a.** Name
- **b.** Date of Birth
- **c.** Social Security Number
- **d.** Driver's License Number

A **form** will be provided for review by the **Department of Correction** requesting this information; it must be signed by the individual named on the form.

Department of Correction
Engineering Services
24 Wolcott Hill Road
Wethersfield, Connecticut 06109

Official Working Rules (3.02)

The following are a list of Official Working Rules submitted by the **Department of Correction** which the **Contractor** shall be obligated to follow.

a. No verbal or personal contact with any inmates.

b. All workmen will work under the observation of an assigned correctional officer or supervisor who will check them in and out.

c. Equipment will be checked daily and, when not in use, locked in a secure place as the facility officials may direct.

d. Hacksaws, blades, and files will remain in the custody of the officer assigned, except when actually being used.

e. The correctional officials reserve the right to refuse admittance to any workman for any cause the correctional officials deem sufficient.

f. In the event of any emergency, all outside workmen will be escorted outside the facility by the correctional official.

g. All questions pertaining to interruptions of service or to safety of the facility, will be taken up with the appropriate correctional official.

h. Work at the facility shall be carried on during the time between 8:00 a.m. and 12:00 Noon and between 12:30 p.m. and 4:30 p.m., the maximum allowable working day being 8 hours. No work shall be carried on at the facility on any weekend or holiday.

i. The contractor shall insure that when all apparatus is not in use, it will be made unusable or be supervised to prevent use by inmates for escape.

j. The contractor shall supply, to the agency, a copy of all material safety data sheets for all products used in the process of construction, construction materials, and products brought onto the premises.

Rules and Regulations of the Department of Correction Facility (3.03)

All persons employed or entering the **Department of Correction Facility** shall read the following rules and regulations and extracts of the laws governing the introduction and control of contraband. Each employee or person shall sign this paper to assure that he/she understands the penalties imposed for violation of these rules and regulations.

Restricted Areas (3.04)

All persons except Correctional personnel employees, upon entering the grounds are restricted to the immediate area of their work assignment. In order to go to other areas, written permission must be granted by the supervisory correctional official in charge. Only persons having official business will be admitted to construction sites.

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Inmates (3.05)

There may be times when inmates may be working adjacent to or in the same area as construction personnel. All persons are prohibited from accepting or giving anything to an inmate. Inmates are accountable to Correctional personnel *only*; *no* other person shall have any conversation or dealings with inmates without the approval of the Correction authorities.

Vehicle Control (3.06)

Any persons entering upon the **Correction grounds** shall remove the ignition keys and lock the vehicle when they leave it for any reason.

Contraband (3.07)

Clothing or contraband shall not be brought into or onto the Correction facility's grounds or left in a vehicle. Contraband is defined in subsequent paragraphs and all persons are subject to these Department of Correction Facility Rules and Regulations concerning contraband when on the Correction facility's grounds.

The introduction or attempt to introduce into or upon the grounds of the Correction facility or the taking or attempt to take or send therefrom anything whatsoever without the knowledge of the Facility supervisor is prohibited.

Contraband may be defined as any article whatsoever which is unauthorized under the circumstances and may include letters, stamps, tools, weapons, papers, floor implements, writing materials, messages (written and verbal) instruments and the like. Any questions which may arise regarding such matters should be promptly discussed with the Facility supervisor. Failure or negligence in complying with these regulations will result in immediate disciplinary action and/or removal from the site.

State Laws Governing Contraband (3.08)

1. P.A. 73-639 Section 16. **Section 53a-174** of the 1971 non-cumulative supplement of General Statutes, as amended by number 12 in lieu thereof:

a. Any person not authorized by law who conveys or passes or causes to be conveyed or passed, into any corrections or humane institution or the grounds or buildings thereof, or to an inmate of such an institution who is outside the premises thereof and known to the person so conveying or passing or causing such convey or passing to be such an inmate any controlled drug, as defined in Section #443, any intoxicating littering, and firearm, weapon, DANGEROUS INSTRUMENTS or explosives of any kind, any United States currency, or any rope, ladder or other instrument or device for use in making, attempting or aiding an escape, for a Class D Felony per Sec. 53a-35 subsection a. b, c, d is a term not to exceed five (5) years.

The unauthorized conveying, passing, or possessing of any rope or ladder or other instrument or device, adapted for use in making or aiding an escape, into any such institution or the grounds or building thereof, shall be presumptive evidence that it was so conveyed, passed or possessed for such use.

b. Any person not authorized by law who conveys into any such institution any letter or other missive which is intended for any person confined therein, or who conveys within the enclosure to the outside of such institution any letter or other missive written or given by person confined therein, shall be guilty of a Class A misdemeanor. Penalty for a Class "A" misdemeanor per Sec. 53a-36 subsection 1, the term is not to exceed one (1) year.

c. Any person or visitor who enters or attempts to enter a Correctional Institution or facility by using a misleading or false name or title shall be guilty of a Class A misdemeanor.

2. Sec. 17 Section **53a-174a** of said supplement is repealed and the following is substituted in lieu thereof:

a. A person is guilty of possession of a weapon or DANGEROUS INSTRUMENT in a Correctional Institution when, being an inmate of such institution, he knowingly makes, conveys from place to place or has in his possession or under his control any firearm, weapons DANGEROUS INSTRUMENT, explosive, or any other substance or thing designed to kill, injure or disable.

b. Possession of a weapon or DANGEROUS INSTRUMENT in a Correctional Institution is a Class "B" felony. Penalty for a Class "B" felony per Sec. 53a-35 subsection a, b, c, d is a term not to exceed twenty (20) years.

End of Section - Revised Date: May 2005

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