PART 1 - GENERAL

1.01 SUMMARY

A. This procedure governs Design-Builder requirements and actions when at the Coyote Ridge Corrections Center (CRCC). Compliance with the requirements set forth herein is a contract requirement, and additional compensation for same will not be allowed. Sub-sections Included in this Procedure:
   1. Definitions
   2. Application
   3. Work Hours
   4. Personnel
   5. Institutional Orientation
   6. Identification Badges
   7. Association with Incarcerated individuals
   8. Emergencies
   9. Searches and Contraband
   10. Access to Site
   11. Tools, Material, and Equipment
   12. Use of Radios
   13. Clothing
   14. Utility, Outages, and Interruptions
   15. Conduct
   16. Security Escorts
   17. Schedule Coordination
   18. Mobile Telephones
   19. Miscellaneous

1.02 DEFINITIONS

A. Construction Personnel: Any individual person, employed directly or indirectly by the Design-Builder to perform work or provide services in connection with the work of this Contract.

B. Construction Site: State Prison Property.

C. Contraband: Any item which is not specifically authorized. In general, it is something that may affect the custody, security, control, discipline, safety, sanitation, morale, or attitude of the incarcerated individuals. Examples of contraband include: weapons of any kind, narcotics, drugs, smoking products, unauthorized medication, alcohol, tobacco, cash money, credit cards, cameras, cell phones, camouflage clothing, and explosives.

D. Correctional Captain/designee: Correctional Officer in charge of monitoring and the liaison with Design-Builder activities.

E. Employee: For purposes of this Section, an employee is any person, employed directly or indirectly by the Design-Builder to perform work or provide services in connection with the work of this Contract.

F. Institution: For purposes of this project, the institution is the CRCC, which includes the areas inside and outside the secure perimeter.

G. Institutional Holidays:
   1. New Year’s Day January 1
   2. Martin Luther King Jr. Birthday Third Monday in January
   3. Presidents’ Day Third Monday in February
   4. Memorial Day Last Monday in May
5. Independence Day  July 4
6. Labor Day     First Monday in September
7. Veteran's Day  November 11
8. Thanksgiving Day Fourth Thursday in November
9. The day after Thanksgiving Fourth Friday in November
10. Christmas Day  December 25

H. Incarcerated individual-Occupied Portions of the Site: Incarcerated individuals are housed at the institution in its various Units.

I. Owner:  State of Washington, Department of Corrections (DOC)

J. Project Manager: Owner’s authorized representative with the authority to enter into, administer, and/or terminate the Work in accordance with the Contract Documents and make related determinations and findings.

K. Secure Perimeter: Areas of the site contained within the Perimeter Fencing and/or Walls.

L. State Prison Property: The site defined as the CRCC.

1.03 APPLICATION

A. Construction will occur on State Prison property.

B. The requirements of this Section apply to all design-build personnel who enter onto State prison property. All design-build personnel shall be aware of their legal limitations and responsibilities as on-site construction workers.

C. The Owner will issue identification badges to all construction employees who pass the background screening and successfully complete orientation. The badge will be worn on the outer clothing and in plain view at all times. The loss or theft of an identification badge will be reported to the Correctional Captain/designee immediately upon discovery.

D. All Design-Builders and their employees will inform the institution of any family members or friends known or believed to be incarcerated at the institution.

1.04 WORK HOURS

A. Perform work only during Normal Work Hours, unless otherwise approved by the Project Manager. Normal Work Hours are defined as 7:00 a.m. to 5:00 p.m., Monday through Friday, excluding Institutional Holidays. All requests for escort officer overtime will come through the onsite general Design-Builder’s superintendent to the Correctional Captain/designee and Project Manager a minimum of 72-hours in advance of the requested time.

B. All State-incurred costs for staff time to cover Design-Builder’s normal work hours shall be borne by the Owner for the period included within the contract Time for Completion (including any adjustment by executed Change Order). Work outside of Normal Work Hours after that date will be charged to the Design-Builder by deductive Change Order. This cost will be a minimum of $60.00 per hour per officer, with one officer required per construction area. A ‘construction area’ is a work location where one officer can have direct visual observation of all workers, either continuously or frequently by making a short foot tour within a supervision zone, as determined by the Correctional Captain/designee.

1.05 PERSONNEL

A. All Design-Builders, subcontractors, and their employees will be required to follow the rules and regulations governing work and personal conduct while at the prison facility. By informing all employees of these rules and regulations prior to commencing work, a smooth and more productive work day will result.

B. Only personnel approved by the Correctional Captain/designee will be permitted on site.
C. All design-build personnel proposed for employment at the work site must complete and successfully pass a screening process (including criminal background check) and obtain a photo ID badge, provided by the owner. Allow for five (5) working days for the screening and background check. The Design-Builder will be notified when the process is completed and will arrange for issuance of the photo ID badge. ID processing is approximately four (4) hours.

D. Screening process will be completed for all design-build personnel proposed for assignment at the institution prior to the actual state of their employment. For each prospective employee, the Design-Builder will provide the Owner with the following completed and signed forms:
   1. Authorization to Release Information
   2. Application for Design-Builder/Construction Identification Badge
   3. Applicant Criminal Conviction Disclosure Form (DOC 03-031)

E. The information provided will be used to conduct a background investigation on each proposed employee. Persons with a criminal record may be denied access to the institution. Access denials are absolute and are not appealable. The institution will divulge the reason(s) for a denial only to the employer.

F. Furnish to the Correctional Captain/designee a directory of all worksite and emergency contact telephone numbers for the Design-Builder and all subcontractors.

1.06 INSTITUTIONAL ORIENTATION

A. An institution orientation for all personnel will be given by institution staff. This is a mandatory requirement for all Design-Builders/construction personnel; no matter how limited their time on site. Orientation is approximately two hours long. "Form of Acknowledgment, Construction Worker Rules" must be signed following the institution's orientation acknowledging his/her attendance and their understanding of the material presented.

B. Design-Builders and construction personnel shall submit, 72 hours in advance, to the institution personnel the names, dates of birth and Social Security Numbers so that the institution can do a criminal history check on each individual proposed for work at the site prior to orientation. Any personnel having an outstanding warrant or past behaviors that concern the institution will not be authorized to work on site. Final decision on these issues resides with the Correctional Captain/designee and is not negotiable with Design-Builders or construction personnel.

1.07 IDENTIFICATION BADGES

A. The institution will issue Design-Builders and construction personnel identification badges. Design-Builders and their personnel must wear their identification badges at all times while on institution grounds.

B. A lost or stolen badge must be reported immediately. The Design-Builder will be charged $25.00 for the cost of each replacement badge.

1.08 ASSOCIATION WITH INCARCERATED INDIVIDUALS

A. Construction personnel may be working in the vicinity of incarcerated individuals and should not associate with incarcerated individuals or their families.

B. Favors to incarcerated individuals are strictly prohibited. Any attempt by an incarcerated individual to secure a favor shall be reported to the Correctional Captain/designee's Office immediately.

C. Construction personnel must report contact with any incarcerated individual family member during the term of construction.

D. Construction personnel must report contact with any person under supervision (i.e. on parole) from any State prison, County, or City jail during the term of construction.
E. Prison Rape Elimination Act: People in prison cannot give consent. No sexual act is therefore consensual. Do not engage in sexual activities on prison grounds. If you know of anyone engaging in sexual activities on prison grounds, report it immediately to the Correctional Captain/designee, correctional officers, or the Project Manager.

1.09 EMERGENCIES

A. In the event of any emergency, including an incarcerated individual disturbance or escape, Design-Builders and construction staff shall take the following actions:
   1. REPORT ANY EMERGENCY BY FIRST NOTIFYING THE NEAREST DOC STAFF, OR IF NONE IS AVAILABLE BY DIALING (911).
   2. FOLLOW INSTRUCTIONS OF CORRECTIONAL STAFF
      a. Instruction will be given to ensure your safety and the effective evacuation of all non-custody staff
   3. SEEK HELP FROM UNIFORMED CORRECTIONAL STAFF
   4. AVOID DIRECT INVOLVEMENT IN INCARCERATED INDIVIDUAL DISTURBANCE AND REMOVE SELF FROM DANGER, IF POSSIBLE.
   5. IF IN CONTROL OF A ROOM, DOOR, AND/OR GATE: SECURE IT. DO NOT PERMIT ACCESS OR EGRESS FOR ANY INCARCERATED INDIVIDUAL.
   6. IN ACCORDANCE WITH THE INSTITUTION’S OPERATING PROCEDURES AND DIVISION OF PRISONS DIRECTIVES, IF A HOSTAGE(S) IS TAKEN BY INCARCERATED INDIVIDUAL, ORDERS GIVEN UNDER DURESS BY A HOSTAGE, REGARDLESS OF RANK, ARE INVALID.
   7. IN THE EVENT OF A FIRE OR IMMINENT DANGER FROM HAZARDOUS MATERIALS, Warn others in the immediate area and report the emergency to the nearest DOC staff immediately.
   8. IN THE EVENT OF A MEDICAL EMERGENCY, GIVE FIRST AID AND NOTIFY THE NEAREST DOC STAFF.

1.10 SEARCHES AND CONTRABAND

A. In accordance with Department of Corrections Directive, DOC 420.350, Design-Builder, Vendor, and/or Facility Visitor Search, persons entering state prison property are subject to search. All boxes, books, purses, packages, briefcases, and other items may be inspected before being permitted in the institution.

B. Searches will be conducted by uniformed staff.

C. Any construction personnel found in possession of contraband, will be subject to the procedures described in DOC 420.350, Design-Builder, Vendor, and/or Facility Visitor Search. The introduction of contraband into a Washington State penal institution is punishable under the law. Violators will be prosecuted.

D. Photographing of Incarcerated Individuals is prohibited under all circumstances.

1.11 ACCESS TO SITE

A. Design-Builder may access the incarcerated individual-occupied portions of the site only through the designated security checkpoints.

B. Security checkpoints will be the Vehicle Sally port, unless otherwise directed by the Correctional Captain/designee.

C. Security Escorts: One or more correctional officers may be assigned as security escorts for vehicles and employees entering incarcerated individual-occupied portions of the site.

D. Construction Personnel:
   1. Minimize the movement of construction personnel through security checkpoints. Personnel shall remain at the work site, to the extent possible, for the entire duration of
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their scheduled work hours.

2. Construction personnel entering onto or leaving the incarcerated individual-occupied portions of the site may be checked by a correctional officer for proper identification. Construction personnel without proper identification will be refused entry and may be detained.

E. Construction Vehicles:
1. No vehicles shall be authorized to enter the institution without specific permission of the Correctional Captain/designee. The only vehicles authorized to enter the institution are ones that are directly related to and required for construction. Other parking sites on institution grounds will be designated as needed by the Correctional Captain/designee.
2. To minimize processing time through Vehicle Sally ports, the Design-Builder shall furnish a list and description of vehicles that will be approved for routine entry through the construction Sally port.
   a. Information shall include license plate number, vehicle identification number, color, make, model, year, and body type.
   b. Up to 72 hours written notice may be required to approve access for vehicles which were not previously approved by the Correctional Captain/designee.
3. Access to the construction site shall be limited to the Design-Builder's company-owned vehicles.
4. Design-Builder's company-owned vehicles shall be plainly marked on both sides of the exterior with Design-Builder's name and/or company symbol/logo.
5. Design-Builder's company vehicles will not be allowed to remain within the secure perimeter during non-work hours.
6. Delivery vehicles will be permitted access to the Design-Builder's work areas within the secure perimeter on a pre-scheduled and pre-cleared basis only. Only the driver will be permitted in or on the vehicle.
7. Vehicles and equipment may only be running when being operated. If not being operated, the vehicle or equipment must be shut off and locked. Ignition keys will be removed and vehicles will be locked when not in use. Should staff find an unattended vehicle with keys in it, they will confiscate the keys.
8. All gasoline and diesel fueled vehicles entering the secured perimeter will have locking fuel tank caps, which will remain locked whenever the vehicle is on the institution property.
9. All vehicles will be searched before entering the secured perimeter. A correctional staff person will conduct the search and will look for the following:
   a. Excessive personal property: All excessive personal property (baggage and/or personal items not required for the job) shall be removed and secured prior to entry. The maximum amount of cash which construction personnel may bring into the secured perimeter is twenty dollars ($20.00).
   b. Contraband items will be confiscated.

F. Personal Vehicles: All construction personnel shall park in areas designated by the Correctional Captain/designee. Privately owned vehicles must be secured (windows rolled up, doors locked, tools and materials secured) while on state prison property. No firearms, magazines, rounds (full or empty), alcohol, marijuana, or illegal drugs may be stored in a personal vehicle while on state prison property.

G. Due to extensive work that may be involved in the searching of all vehicles, lunch boxes, and other areas of possible contraband concealment, the Design-Builder shall fully cooperate with all Correctional Staff when entering and exiting the incarcerated individual-occupied portions of the site. Delays caused by security activities and procedures shall be borne by the Design-Builder.

H. When the work requires (1) demolition, modifications to, or relocation of perimeter security fencing, (2) work on utility lines going under perimeter security fencing, or (3) any other potential breach in security, the Design-Builder shall submit to the Correctional Captain/designee for
approval a detailed written plan showing the sequence of the work and how physical security will be maintained. The Correctional Captain/designee may require temporary fencing, phased work, or other methods to maintain security during work hours and after work hours.

1.12 TOOLS, MATERIAL, AND EQUIPMENT

A. Incarcerated individuals may attempt to steal unattended or carelessly placed tools and utilize them as weapons or to facilitate an escape. Construction personnel shall monitor and keep track of all tools, and shall immediately report missing tools to Correctional Staff.

B. When not in use or under the direct control of construction personnel, small power tools (drills, routers, Sanders, saws, etc.) shall be locked in a steel tool locker or cabinet. The cabinet and locking system will be approved by the Correctional Captain/designee.

C. Hand tools will be used and stored under the same conditions as outlined above for small power tools. Additionally, hand tools must be removed from the institution daily.

D. Powder-actuated tools are prohibited without prior authorization by the Correctional Captain/designee. A new authorization must be secured each time powder-actuated tools are to be used. Cartridges (new and expended) for powder-actuated tools shall be monitored and 100% accounted for. Neither the tools nor the cartridges may be left at the work site unattended or overnight.

E. All tools, chains, and ropes must be secured in a locked storage bin at the end of the work day. Unsecured tools will be confiscated. All ladders will be secured in the locked tool storage bins or locked with chains and padlocks at the end of each work day, or they will be confiscated and become property of the Owner.

F. Tools:
   1. Inventory:
      a. At mobilization, a tool control inventory will be done by the Design-Builder and the escort officer(s) for each truck, trailer, sea-land storage box, gang/job box, and personal tool kit. A separate list for each container will be developed. This may take several hours on the first day. Once an accurate inventory is completed, the daily inventory of tools can be done quickly. Preparation of a tool inventory sheet before mobilization will speed the process.
      b. A separate inventory sheet is prepared every day for each container. (The initial sheet is usually photocopied.)
      c. All new tools brought on site and any tools taken offsite must be reported to the escort officer(s) and added or removed from the inventory sheet.
      d. The Correctional Captain/designee may order an inventory of all tools on the site to be done at any time or on a daily basis to ensure compliance.
      e. Drill bits, saw blades, and other consumable portions of tools are inventoried on a separate inventory sheet. Broken bits or blades must be kept in a separate container, which is inventoried at the end of every work day and removed from the prison grounds by the Design-Builder. The quantity and type of tools, equipment, and materials taken into the secure perimeter will be checked and inventoried at Vehicle Sally ports.
      f. Construction personnel shall account for all equipment, materials, and tools each time construction personnel depart controlled areas, including the recreation yards.
      g. The quantity of tools used inside the secure perimeter shall be kept to a minimum and limited to the tools required to complete the work.
      h. When developing the construction schedule, the Design-Builder should account for daily tool inventories.
   2. Storage:
a. The Design-Builder shall provide appropriate secure storage for hazardous or toxic materials. The storage shall contain Material Data Safety Sheets for all hazardous materials on site.

b. The Design-Builder shall provide lockable metal tool storage containers inside the secure perimeter. Account for tools from an updated tool inventory, to be verified upon request by Correctional Captain/designee.

c. Storage containers and locations shall be approved by Correctional Captain/designee. Padlocks are an item on the tool inventory for the container.

d. All storage containers are to have the Design-Builder's name and emergency phone number, with 24 hour availability, prominently displayed on the container.

3. Loss:
   a. Notify the Security Escort immediately if a tool is lost or unaccounted for. The Security Escort will notify the Correctional Captain/designee. The Design-Builder and construction personnel shall immediately assist Security Escort and/or Correctional Captain/designee in locating the tool.

G. The following items shall not be brought onto State prison property:
   1. Weapons, ammunition
   2. Bows, arrows
   3. Personal knives with blades longer than 2½ inches
   4. Explosives, including fireworks
   5. Volatile substances, except those to be used in conjunction with operating necessary construction equipment such as air compressors or generators
   6. Tear gas, pepper spray, or similar
   7. Flares
   8. Alcohol or other intoxicants
   9. Black powder
   10. Animals (pets)
   11. Cameras and video recorders (If these items are required to fulfill requirements of the Contract, prior approval shall be obtained from the Correctional Captain/designee). Photographing of incarcerated individuals is prohibited under all circumstances.
   12. Camouflage clothing
   13. Cell phones (If required to perform the project work the Design-Builder may make application for approval, using the form provided as an attachment to Section 01567)
   14. Smoking products

1.13 USE OF RADIOS (COMMUNICATIONS)

A. Design-Builders and construction personnel are authorized to use construction radios as necessary, as long as it does not interrupt the institution's frequencies. Design-Builders shall request and obtain approval from the Correctional Captain/designee to use radios and radio frequencies prior to use on state prison property.

B. The use of institution radios and/or frequencies for construction purposes is not authorized.

C. Design-Builders and construction personnel shall not to use their radios during an institution emergency, especially during a bomb threat. During an institution emergency, Design-Builders and construction personnel shall turn their radios off and exit the institution immediately. During said emergency the general Design-Builder shall ensure all radios are accounted for and report this information to the Correctional Captain/designee or the Institution Incident Commander.
1.14 CLOTHING

A. Construction personnel shall be dressed in modest attire. An example of inappropriate attire would include, but not be limited to, pants that do not cover underwear or expose the backside.

B. Construction personnel shall not wear the following clothing on State prison property:
   1. Khaki pants and shirts
   2. Gray sweat pants and sweat shirts
   3. Red or orange t-shirts
   4. Orange safety vests – green safety vests are preferred
   5. Any item bearing offensive or racist language, logos, pictures, or embroideries
   6. Camouflage clothing

1.15 UTILITY OUTAGES AND INTERRUPTIONS

A. Utility interruptions affecting the institution, including non-secure areas, will not be allowed without prior approval of the Correctional Captain/designee.
   1. Utility interruptions, if required, shall affect a small an area as possible.
   2. Design-Builder shall consult with Correctional Captain/designee prior to excavating any existing manholes, underground structures or underground facilities.
   3. Minimize the duration of utility outages.
   4. Provide 72 hour written notice of utility interruptions of less than 2 hours duration. Provide 10 calendar days written notice of interruptions 2 hours or longer in duration. Approval request shall be in the format directed by the Correctional Captain/designee.
   5. Shutdowns and tie-ins taking longer than 2 hours may be required to be scheduled for nights or weekends, at the discretion of the Correctional Captain/designee, at no additional cost to the State.
   6. Plan and schedule the work so that all work possible is completed prior to shutdown to minimize outage period.
   7. Maintain utilities on which the Design-Builder is doing work in operating order until approval is granted for shutdown.

B. In the event some unforeseen occurrence caused by Design-Builder interrupts utility services, the Design-Builder shall remain on-site actively making repairs until services are restored.

C. Design-Builder shall plan work activity so that material and equipment are available in the Design-Builder's laydown area to perform emergency repairs.

1.16 CONDUCT

A. While on state prison property, Design-Builders and construction personnel will conduct themselves in a respectful manner at all times in terms of personal relationships, demeanor, language, and behavior.

B. Any inappropriate behavior, dress, language, or demeanor by a Design-Builder or construction personnel will be reported to the Correctional Captain/designee. The Correctional Captain/designee shall determine whether the Design-Builder and/or construction personnel may continue working on site. Decisions made by the Correctional Captain/designee are not negotiable or appealable by the Design-Builder and/or construction personnel.

C. Incarcerated individuals may not have smoking or tobacco products of any kind. Construction personnel may have tobacco products in their personal vehicles, and consume them outside the secured perimeter in the designated areas (“smoke shacks”), but may not bring smoking products to the work site. Chewing tobacco may be used on the work site: Only one can per employee is allowed at a time; opaque spit containers must be used; spit containers shall be taken off site (not disposed of in dumpsters) at the end of every work day. Failure to follow these rules will result in the revocation of the privilege.

D. Design-Builder personnel may not have or consume chewing gum on site. Design-Builder
personnel may have chewing gum in personal vehicles.

E. Tattoos which depict violence, gang affiliation, or could be construed as sexual in nature must be covered while on facility grounds.

### 1.17 SECURITY ESCORTS

A. The institution wishes to cooperate, to the greatest extent possible, with the Design-Builder to allow for the smooth operation of the Design-Builder's activities, however; this is a correctional facility that requires rules and regulations be followed in order to provide a safe environment for the Design-Builder, correctional staff, the public, and incarcerated individuals.

B. The institution will assign Correctional Officers as security escorts and to perform spot-check searches of each work site. The officers are assigned by the Correctional Captain/designee's Office. At least one correctional officer is required for each work location or separate crew.

C. Correctional officers will provide facility security and direction in matters concerning facility security. Correctional officers are authorized to direct Design-Builders and construction employees on any security or emergency issue.

D. Correctional officers will not be assigned to, or be permitted to, perform labor for the Design-Builders. Design-Builders and their employees shall not ask opinions concerning design or construction from security escorts. Any statements from correctional officers regarding the design or construction methods shall not be interpreted as an authorization to vary from the project requirements. Any changes to the contract shall be made in accordance with the General Conditions for Washington State Facility Construction.

E. Construction personnel within the secured perimeter of the facility shall not leave the construction area unless accompanied by a security escort.

F. Correctional staff will monitor the construction area during work hours and at other times. They will report any deviations from security policies and may take such actions as necessary to enforce security, such as confiscation of tools or equipment which are not properly supervised or secured.

### 1.18 SCHEDULE COORDINATION

A. The institution will assign Correctional Officers to perform Design-Builder escorting based on the Design-Builder's initial schedule and work plan submission. Notices of changes to the schedule and work plan shall be submitted to the Correctional Captain/designee and project manager a minimum of seven (7) calendar days in advance. This requirement applies to changes in the work plan affecting the need for more or fewer escorts, and/or notice that the Design-Builder's work plan does not require the planned escorting.

B. All owner costs for staff reporting to post(s) based on the Design-Builder's schedule and work plan which are deemed unnecessary due to a change by the Design-Builder, without proper notice as provided above, shall be borne by the Design-Builder. This cost will be a minimum of $60.00 per hour per correctional officer, with an eight (8) hour minimum per officer.

### 1.19 MOBILE TELEPHONES

A. Unapproved cell phones are not permitted inside the secure perimeter. Personal cell phones should be locked inside personal vehicles outside of the secure perimeter. The Correctional Captain/designee may ban construction personnel from the site for possessing an unapproved cell phone inside the secured perimeter.

B. Only certain Design-Builder crew members (foreman, for example) will be allowed to have a cell phone inside the secured perimeter, and these cell phones must be approved before the job begins. Employees carrying approved devices must be able to produce the approval form any time the phone is inside the secured perimeter.
1.20 MISCELLANEOUS

A. When problems or conflicts arise, the Design-Builder’s personnel are encouraged to communicate with the Correctional Captain/designee’s staff. Employee clearances, permission for unusual or unscheduled work hours, and special needs for equipment, or dangerous or hazardous construction materials, must be pre-authorized through the Correctional Captain/designee and the Project Manager.

B. When in doubt about any security issue, construction personnel shall ask correctional staff for assistance.

C. Construction personnel shall immediately report all safety or law violations to correctional officers or the Correctional Captain/designee.

D. Any major security/operational problems that occur which are not specifically covered in the document will be resolved within the institution chain of command in coordination with the job superintendent prior to proceeding further with construction in the area(s) affected.

E. The institution, including all surrounding State-owned property, is a smoke-free environment, except for designated locations.

PART 2 - PRODUCTS - NOT USED

PART 3 - EXECUTION - NOT USED

END OF SECTION