

## Security Procedures for Contractors

### SPECIAL REQUIREMENTS FOR CONTRACTORS PERFORMING SERVICE AT STATE CORRECTIONAL INSTITUTIONS

Contractors are responsible for disseminating and informing their employees of the following special conditions.

1. Vehicles: Construction vehicles as well as employees' vehicles will be parked in an area designated by the Institution and shall be locked at all times. If any vehicles are to be left overnight, the license number or numbers of vehicles will be reported to the institutional main gate on a daily basis.
2. Tools: Tools shall be kept in a secure (locked) area when not in use and inventoried on a daily basis to insure proper accountability. While being used, they shall be kept in view or on person. Broken or non-usable tools are to be disposed of away from institutional property. Any missing tools are to be reported promptly to the Institutional Maintenance Manager. Particular attention should be paid to tools that may be used as weapons or instruments of escape. Special procedures will be developed with the Institution's Maintenance Department concerning cutting pliers, bolt cutters, hacksaws, and welding or cutting equipment. Under no circumstances will cutting torches or welding equipment be left inside the enclosure overnight or on weekends or holidays.
3. Fraternalization: There shall be no fraternization or private relationships of contractor's employees with inmates. This includes, but is not limited to trading, bartering or receiving gifts, money, favors from the inmate or the inmate's friends, relatives or representatives.
4. Alcohol or Controlled Substances: Alcoholic beverages and controlled substances shall not be carried, stored or consumed on institutional property or left in any vehicle.
5. Gambling: Gambling or wagering of any type is not permitted on institutional property.
6. Weapons or Implements of Escape: Weapons or implements of escape (other than tools applicable to Section 3) shall not be permitted on institutional property. Non-compliance with this policy may constitute criminal charges. Offenses are defined in Pennsylvania statute, Section 5122.
7. Contraband shall not be permitted on institutional property. Non-compliance with this policy may constitute criminal charges. Offenses are defined in Pennsylvania statute, Section 5123.
  - A. Providing any type of contraband to confined persons (inmates) is prohibited.
  - B. Providing any kind of spirituous or fermented liquor or illicit drugs, narcotics, medicines, or any kind of poison to confined persons (inmates) is prohibited.
  - C. Providing money directly to inmates is prohibited.

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8. The selected contractor shall provide the following information to institutional security personnel concerning every employee of the contractor who will be entering the Institution:
  - A. Name (including any previous names)
  - B. Date of Birth
  - C. Social Security Number
  - D. Photocopies of Driver's License and Social Security Card
  - E. Sex
  - F. Race

This information will be used exclusively to perform a security clearance check on each individual employee. All information provided by the employer will be kept confidential. No employee of the contractor will be admitted to any institution until this security clearance check has been performed and then only at the discretion of the institution's superintendent or designee.
9. Any person entering this reservation is subject to search of their person at anytime. While the person may refuse, his action may be cause for denial of further entrance.
10. The Institution will provide a local orientation program covering security rules and regulations for the contractor's personnel assigned to work at the Institution. The contractor's personnel must complete this orientation prior to performing any work on institutional grounds. No additional payments over and above the established contract rate(s) will be paid for time required for the contractor's personnel to attend the security orientation.
11. In the case of an emergency, dial 814-355-4874 (state nature of emergency and your location).