

SECURITY REQUIREMENTS FOR CORRECTIONAL FACILITIES

All employees of the Supplier are subject to complete background investigations at the discretion of the Department of Corrections ("DOC"). The Supplier's employees must complete the security clearance application process and all required training. Since individual security clearances are only valid for a maximum of twelve (12) months, (and may be issued for shorter periods), it is the responsibility of the Supplier/employee to renew their request for another twelve (12) month clearance if necessary. The Centralized Clearance Information Request form can be found on the Department of Corrections website at http://www.cor.state.pa.us/portal/server.pt/community/departement_of_corrections/4604/clearance_request/614777

The DOC reserves the right to deny any employee of the Supplier access to its facilities, information or to their clients as a result of confidential information obtained during the course of the security clearance process or for violation of DOC policy.

The Supplier will be responsible for ensuring that all personnel, equipment, tools, keys and supplies/materials comply with any and all rules, regulations and procedures of the DOC and the individual facilities. Questions should be address to the Business Manager at each institution. The individual institution's rules, regulations and procedures governing the entry and conduct of staff working inside the institution will be made available and explained at the point of entry.

All Supplier personnel entering a correctional institution will be subject to a search of their person and personal items. Such searches may be frisk searches, searches by metal detectors or searches by narcotics detection canines.

All equipment, tools, supplies and materials will be subject to search or inventory at any time. Tools and materials must be carefully controlled at all times and locked when not in use.

Any attempts to introduce contraband, to assist in escape, or to have unauthorized contact with inmates of an institution are prohibited and will be prosecuted under Pennsylvania law. The Supplier's personnel are prohibited from bringing into or taking out of the institution any items unless specifically approved. Any interaction between a Supplier's employee and an inmate, which would assist the prisoner to escape is a felony and will be prosecuted.

Supplier's personnel may not deliver, receive or otherwise transfer any item (no matter how innocuous) to or from an inmate without express permission of the Superintendent or designee.

Supplier's personnel or representatives are limited to movement to, from and within their assigned work area. No contact is allowed with inmates unless expressly approved.

No person who appears to be under the influence of drugs or alcohol or who is otherwise impaired will be allowed entry into a correctional institution.

The DOC reserves to right to deny entry to anyone who is suspected of a breach of security or for failure to follow published rules, regulations or procedures.

All Supplier personnel must be in possession of valid identification with a recent, clear photo in order to enter an institution.

The entrance of vehicles or motorized equipment is discouraged. If this should be necessary, any vehicle left unattended must be locked and they keys must be removed or it should be otherwise rendered inoperable. No vehicle is permitted to exit the security compound until after an institutional count has been completed. Count times vary.

Suppliers must allow adequate time with each service for provision of a DOC security escort into and out of the pick-up area inside the correctional institution.