



Addendum

Delaware Department of Correction
Sussex Correctional Institution
Project Name: TOWER 5 – DECK ROOF REPLACEMENT
OMB/DFM/DOC Contract No: MJ3804000089

Tt Project No.: 200-26912-15016

Addendum No. 01
to
Drawings and Project Manual

May 20, 2016

To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:
Original DRAWINGS dated May 12, 2016
PROJECT MANUAL dated May 12, 2016.

Acknowledge receipt of the ADDENDUM in the space provided on the FORM OF PROPOSAL

This ADDENDUM consists of two (2) pages and the following:

GENERAL CLARIFICATIONS

ITEM 1-C-1: In order for Contractors to be paid for stored materials the materials must be stored on site or the Contractor shall request approval from Kerry Wareham (OMB/DFM) which will require several forms of proof, including but not limited to, proof of insurance on materials, invoices for the materials, photographs with project labels, etc.

CLARIFICATIONS FROM PRE-BID MEETING

ITEM 1-C-2: The attached Pre-bid Information – Agenda was reviewed and the following information was discussed in the May 12, 2016 MANDATORY PRE-BID MEETING:

ITEM 1-C-3: See the attached Pre-Bid Sign in Sheet for attendees.

ITEM 1-C-4: The Bid Form – Subcontractor List was reviewed and Kerry Wareham (DFM) suggested that a Painting Subcontractor shall be added. See attached new Bid Form – Subcontractor List page.

ITEM 1-C-5: The Pre-Bid walk-through for this project followed directly after the Pre-Bid Meeting which all Contractors had the opportunity to attend, but only Wilkinson Roofing and Siding, Inc. toured the site with Rick Ward from DOC/SCI Facility Maintenance provided.

- ITEM 1-C-6: The Project's Schedule of Values shall not be required at Bid submission, but shall be required by the winning Contractor as defined in the Project Manual.
- ITEM 1-C-7: Contractors shall be required to fill out the new version of the State of Delaware "Security Clearance Application – Delaware Department of Correction", see attached. The Project's winning bidder will need to submit one form (all 6 pages) for each person (contractor's crew members, sub-contractors, manufacturer's representatives, etc.) who will need access to the Project site. This is a different form and it is recommended that everyone fill it out. All forms shall be submitted to Ronald Zawora (ron.zawora@state.de.us) and Rick Ward (richardw.ward@state.de.us)
- ITEM 1-C-8: Kerry Wareham (DFM) noted that Contractors must address all items on the Bid Form.
- ITEM 1-C-9: Contractors and their Sub-contractors are required by the State of Delaware, as of the beginning of this year to have a Drug Testing Program that must comply with the State of Delaware's requirements. The Contractors and each of their Sub-contractors shall sign separate copies of the Bid Form – Affidavit of Employee Drug Testing Program in acknowledgement.

CHANGES TO PROJECT MANUAL

NONE.

CHANGES TO DRAWINGS

NONE.

ATTACHMENTS

PRE-BID INFORMATION - AGENDA
PRE-BID MEETING SIGN IN SHEET
BID FORM - SUBCONTRACTOR LIST PAGE.
BID DOCUMENT REGISTER
SECURITY CLEARANCE APPLICATION

END OF ADDENDUM No. 01



Pre-Bid Information

Meeting Date: Thursday, May 12, 2016 @ 10:00 a.m.

Prepared By: Mark Reynolds

Tt Project No.:200-26912-15012

DFM Contract No.: MJ3804000089

Project Name: **TOWER 5 DECK ROOF REPLACEMENT**

Regarding:General Pre-Bid Information - Agenda

Item Number

Item

1. Project consists of the following:
 - A. Project consists of repair of the observation walkway area of tower 5 at SCI. This area has pavers over a roofing membrane. The existing pavers are to be removed and stored for reuse. The roofing system and roof drains are to be removed and replaced with new roofing and roof drains. Reinstall the existing pavers replacing only the cut pavers located at each roof drain location with different color pavers as selected by Architect from manufacturer's full range of colors. These repairs are being made to resolve an existing leakage issue.

The installation of new roof scuppers will also be included in the project, to provide overflow protection for the roofing system.
 - B. Type of Contract: Project will be constructed under a single prime contract.
2. This is a mandatory Pre-Bid Meeting and Bidders are limited to those in attendance. All bidders must be pre-qualified in order to bid on the project.
3. Sealed bids for **OMB/DFM Contract No. MJ3804000089 – Sussex Correctional Institution – Tower 5 Deck Roof Replacement** will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901 until 2:00 p.m. local time on Friday, May 27, 2016, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.
4. Contract documents may be obtained at the office of Tetra Tech, Inc., 240 Continental Drive, Suite 200, Newark, DE 19713, phone (302) 738-7551, upon receipt of \$100.00 per set/nonrefundable. Checks are to be made payable to "Tetra Tech. Inc."
5. The Wage Rates for this project shall be as determined by the Delaware Department of Labor and Division of Industrial Affairs for Sussex County. A certified copy has been

included in the Project Manual. However, Contractors are responsible to contact the Delaware Department of Labor to receive verification of the most current Wage Rate Scale.

6. Only plan holders who purchased bid document sets from Tetra Tech will receive the ADDENDAS.
7. All discrepancies, questions or requests for clarifications or interpretations must be submitted to the Architects office at least seven (7) days prior to bid due date. Submit e-mails to Mr. Mark Reynolds' attention at mark.reynolds@tetratech.com .
8. Insurance requirements are listed in Section 00 81 13 General Contract Requirements
9. Contractor must list themselves as the Subcontractor for all work which they propose to accomplish. All subcontractors doing work on this project will need to be listed on the bid form. Reviewed Bid Form.
10. A Bid Security, in the amount of ten percent (10%) of the total amount of the Base Bid plus all additive alternates is required.
11. No Addenda will be issued later than four (4) days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which extends the time or changes the location for the opening of bids.
12. Each Bidder shall ascertain prior to submitting their Bid that they have received all Addenda issued, and shall acknowledge their receipt in the Bid in the appropriate space.
13. The Schedule of Values shall include a line item for the submission of the Project Closeout Documents. The value of this item shall be no less than 1% of the initial contract amount.
14. The Contractor must submit certified weekly payroll receipts directly to the Delaware Department of Labor as required.
15. The Front End Specifications requires a two (2) year Warranty and Guarantee Period after acceptance by the Owner.
16. The Front End Specifications, the Performance and Labor & Material Payment Bonds shall be maintained in full force (warranty bond) for a period of two (2) years after the date of the Certificate for Final Payment.
17. All change orders need to be immediately brought to the attention of the Architect and site supervisor (PRS) prior to any work being done. The work will be tracked by PRS for the amount of hours required to complete each task within the change order.
18. Facility restrooms are not available. Port-O-Sans will be required and location coordinated with the DOC / SCI facility Maintenance.
19. Contractors shall submit a list of all proposed workers stating their social security number, driver's license number, age, sex, race and date of birth. List shall be used for a background check and shall be submitted at the Pre-Construction Meeting prior to the start of construction. Same applies to all Subcontractors and manufacturers' representatives. Refer to Specification Section 00 82 13 Additional General Contracting Requirements.

20. Normal working hours are between 7:00 a.m. to 3:00 p.m., Monday thru Friday. No work on Saturdays and Sundays.
21. No mingling with inmates.
22. Contractors shall not bring glass containers into the Facility. No alcohol or tobacco products in any form are allowed on the Project site. Guns or firearms are prohibited on the Project site and in what the facility considers its secure perimeter.
23. Contractors are required to sign in at the Maintenance Building each morning before driving through the gate. All Contractors shall enter and leave as a group with an escort (Maintenance Personnel or Correctional Officer). Allow up to 1 hour to enter or leave the Facility.
24. All utility shutdowns must be coordinated with DOC Maintenance.
25. Contractors are advised that only limited movement will be permitted while inside the compound.
26. Trucks should be kept clean. Trash within the vehicle could increase the amount of time it takes the Correctional Officers to inspect the vehicles. Parking and vehicle access to the site will be reviewed at the Site Visit for Bidding purposes.
27. A list of tools must be supplied with each truck. Inventory shall be taken by the Contractors with DOC Maintenance Escort at the beginning and end of each work day. It is assumed there will be no need for a gang box. Correctional Officers reserve the right to inspect and inventory all trucks. Report all missing tools immediately. Leave all unnecessary tools at the shop.
28. All vehicles and tool boxes shall be locked at all times.
29. Proper construction clothing is required. Short pants, open-toed shoes, and/or bare chests are not permitted. Contractors are required to wear matching safety vests so they are easily distinguishable from inmates.
30. No dumping will be allowed on the project site. Trash, debris and waste must be removed from the compound daily and from the site as required or directed. Dumpster location to be coordinated at the Pre-Construction Meeting.
31. Employee/Contractor/Subcontractor lunch breaks during normal working hours shall occur at the job site.
32. Cell phones, if allowed, cannot have cameras in them. Special/written permission will be required for the Job Foreman to carry a cell phone.
33. Start date shall be as directed by the State of Delaware Department of Corrections (DOC).
34. This Project shall be expected to adhere to the State of Delaware's Department of Correction's and the Sussex Correctional Institute's rules of conduct and instructions.
35. The Bid Forms must be filled out completely. Starting January 1, 2016, all Contractors and their Sub-Contractors shall provide a completed Drug Testing Affidavit with the Bid Form to work on State of Delaware projects and shall be required to be drug tested. See Project Manual for additional information.

36. Contractors shall be required to fill out the new version of the State of Delaware “Security Clearance Application – Delaware Department of Correction”. The Project’s winning bidder will need to submit one form for each person (contractor’s crew members, sub-contractors, manufacturer’s representatives, etc.) who will need access to the Project site. This is a different form and it is recommended that everyone fill it out. All forms shall be submitted to Ronald Zawora (ron.zawora@state.de.us) and Rick Ward (richardw.ward@state.de.us)



TETRA TECH

240 Continental Drive, Suite 200, Newark, Delaware 19713

PREBID MEETING SIGN-IN SHEET

SUSSEX CORRECTIONAL INSTITUTION
TOWER 5 - DECK ROOF REPLACEMENT

Tt PROJECT NO.: 26912-15016
DATE: MAY 12, 2016

	Name	Company	Physical Address	Telephone	Fax	e-mail
1	<i>J. Stallings</i> <i>M. WALKER</i>	<i>Quality Est. Inc.</i>	<i>60 Appleton Avenue Harrington DE 19952</i>	<i>302-378-9280</i>	<i>302-378-9280</i>	<i>DAE@CORRECTIVEPROCESSES.COM</i>
2	<i>Tom Kelly</i>	<i>Wilkinson</i>	<i>1000 Forest St. Wilmington</i>	<i>302-998-0196</i>		<i>Jim@wilkinson.com</i>
3	<i>Robin Schorman</i>	<i>BRs</i>	<i>PO Box 237 Harrington, DE 19952</i>	<i>302-786-2326</i>	<i>302-786-2079</i>	<i>robin@brsconinc.com</i>
4	<i>Bobby Marc</i>	<i>P.A. Volt Inc.</i>	<i>53 Crosskey S Road Berlin, NJ 08504</i>	<i>856 753-9333</i>	<i>856-753 4963</i>	<i>matt@danolt.com</i>
5	<i>Rick Ward</i>	<i>SEI Maint</i>		<i>302-856-5240</i>		<i>Richard.W.Ward@seid.com</i>
6	<i>Kerry Abareh</i>	<i>oms/DFM</i>				
7						
8						
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TOWER 5 DECK ROOF REPLACEMENT
AT THE
SUSSEX CORRECTIONAL INSTITUTION
GEORGETOWN, DELAWARE

OMB/DFM CONTRACT NO.: MJ3804000089

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 6962 (d)(10)b Delaware Code, the following sub-contractor listing must accompany the bid submittal. The name and address of the sub-contractor **must be listed for each category** where the bidder intends to use a sub-contractor to perform that category of work. In order to provide full disclosure and acceptance of the bid by the *Owner*, it is **required that bidders list themselves as being the sub-contractor for all categories where he/she is qualified and intends to perform such work**. This form must be filled out completely with no additions or deletions. Note that all subcontractors listed below must have a signed Affidavit of Employee Drug Testing Program included with this bid.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax payer ID # or Delaware Business license #</u>
1. Roofing	_____	_____	_____
2. Mechanical	_____	_____	_____
3. Plumbing	_____	_____	_____
4. Painting	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

Bids Due: 2:00 p.m., May 27, 2016 at
Office of Management and Budget
Division of Facilities Management
Thomas Collins Building
540 S. Dupont Hwy, Suite 1 (3rd Floor)
Dover, DE 19901

REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY

\$ 100.00 per set

<p>#01</p>	<p>Name of Company: <u>Dodge Data & Analytics</u> Physical Address: <u>3315 Central Ave</u> City, State: <u>Hot Spring, AR 71913</u></p> <p>Contact: <u>William Fleming</u> GC: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Phone: _____ Fax: _____ Date: <u>5/12/16</u> E-Mail: <u>William.Fleming@construction.com</u></p>
<p>#02</p>	<p>Name of Company: <u>QUALITY EXTERIORS INC.</u> Physical Address: <u>60 HOPKINS CEMETERY ROAD</u> City, State: <u>HARRINGTON, DELAWARE 19952</u></p> <p>Contact: <u>JASON STALLINGS</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: <u>302-398-9283</u> Fax: <u>302-398-9290</u> Date: <u>5-12-16</u> E-Mail: <u>JASON@QEXTERIORS.COM</u></p>
<p>#03</p>	<p>Name of Company: <u>DANOLT, INC</u> Physical Address: <u>53 CROSS KEYS ROAD</u> City, State: <u>BERLIN, NJ. 08009</u></p> <p>Contact: <u>MATT OTT</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: <u>856-753-9333</u> Fax: <u>856-753-496</u> Date: <u>5-12-16</u> E-Mail: <u>MATT@DANOLT.COM</u></p>

**Sussex Correctional Institution
Tower 5 - Deck Roof Replacement**

26912-15016

Bids Due: **2:00 p.m., May 27, 2016** at
**Office of Management and Budget
 Division of Facilities Management
 Thomas Collins Building
 540 S. Dupont Hwy, Suite 1 (3rd Floor)
 Dover, DE 19901**

**REGISTER OF BID DOCUMENTS
PLEASE PRINT CLEARLY**

\$ 100.00 per set

#04	Name of Company: <u>BRS CONSULTING, INC.</u> Physical Address: <u>237 JACKSON DITCH RD.</u> City, State: <u>HARRINGTON, DE 19952</u> Contact: <u>ROBIN SEHRMAN</u> GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: <u>302-786-2326</u> Fax: <u>302-786-2079</u> Date: <u>5-12-16</u> E-Mail: <u>ROBIN@BRSCONINC.COM</u>
#05	Name of Company: _____ Physical Address: _____ City, State: _____ Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: _____ Fax: _____ Date: _____ E-Mail: _____
#06	Name of Company: _____ Physical Address: _____ City, State: _____ Contact: _____ GC: YES <input type="checkbox"/> NO <input type="checkbox"/> Phone: _____ Fax: _____ Date: _____ E-Mail: _____

SECURITY CLEARANCE APPLICATION
DELAWARE DEPARTMENT OF CORRECTION

PLEASE PRINT CLEARLY

WHO SHOULD COMPLETE THIS FORM:

- i. Applicants requesting one-time access or occasional access (whether for one facility or multiple facilities)
- ii. Applicants requesting a badge for access to one or more facilities (frequent access for period of 1 year or more)
Note: These applicants will be directed to Human Resources after this form is approved
- iii. Individuals requesting to schedule an offender visit may be asked to complete this form.

Volunteers, interns and professional service visitors must attach a letter from their sponsoring organization. Letter must be on agency letterhead, signed by the agency's director and include the name and title/role of the applicant and the name of the program.

WHO SHOULD NOT COMPLETE THIS FORM:

- (1) Attorneys
- (2) Employees of DOC's contracted medical/behavioral health provider (please contact DOC's Human Resources directly)

SECTION 1: PERSONAL INFORMATION & CRIMINAL HISTORY

NAME: _____
(LAST) (FIRST) (MIDDLE)

PLEASE LIST ALL OTHER NAMES YOU HAVE USED INCLUDING MAIDEN, NICKNAMES AND RELIGIOUS NAMES:

DOB: _____ PLACE OF BIRTH: _____ SSN#: _____

SEX: MALE / FEMALE RACE: _____ DRIVER'S LICENSE #: _____ STATE: _____

ADDRESS: _____ APT #: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: HOME: (____) _____ WORK: (____) _____

EMAIL: _____

PLEASE LIST WHICH FACILITY(IES) YOU ARE REQUESTING ACCESS TO:

PLEASE SELECT TYPE OF ACCESS REQUESTED

- Offender Visit
- One Time Access (i.e. single event) *No badge issued
- Occasional Volunteer or Service Provision (Less than 3 days per week or less than 165 days per year for a period of one year or less) * No badge issued
- Frequent/Long Term Volunteer or Service Provision (At least 3 days per week or 165 days per year for a period of one year or more) * You will be directed to HR to fill out a badge application packet after this form has been approved by the respective DOC Bureau Chief

DO YOU HAVE ANY ARRESTS FOR CHARGES OTHER THAN TRAFFIC TICKETS (WHETHER CONVICTED, DISMISSED, NOLLE PROSSED, OR PARDONED)? NO/YES (IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE ATTACH A SEPARATE SHEET.

COUNTRY: _____ DATE: _____

OFFENSE: _____

HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE OTHER THAN A TRAFFIC TICKET? NO /YES (IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE ATTACH A SEPARATE SHEET.

COUNTRY: _____ **DATE:** _____

OFFENSE: _____ **SENTENCE:** _____

ARE YOU PRESENTLY UNDER DEPT. of CORRECTION SUPERVISION: NO/YES (IF YES, WHAT): _____

ARE YOU RELATED TO OR KNOW ANYONE INCARCERATED AT A DOC FACILITY: NO/ YES

IF YES, NAME OF INMATE AND YOUR RELATIONSHIP TO THEM: _____

SECTION 2: JUSTIFICATION FOR SECURITY CLEARANCE REQUEST *DO NOT COMPLETE THIS SECTION IF APPLYING FOR AN OFFENDER VISIT. IF REQUESTING ONE-TIME PRISON ACCESS FOR A SINGLE EVENT, ONLY ANSWER THE QUESTIONS MARKED WITH AN ASTERISK (*).*

***REASON FOR CLEARANCE:** _____

***DATE(S) OF ACTIVITY:** _____ ***ORGANIZATION:** _____

***PROGRAM NAME:** _____

***JOB TITLE:** _____ ***HOW LONG EMPLOYED/VOLUNTEERING:** _____

ORGANIZATION ADDRESS, PHONE NUMBER, AND EMAIL:

WHAT TYPE OF VOLUNTEER OR PROFESSIONAL SERVICES WILL YOU BE PROVIDING?

DESCRIBE YOUR QUALIFICATIONS FOR PROVIDING PROFESSIONAL OR VOLUNTEER SERVICES:

LIST ANY PAST OR PRESENT PROFESSIONAL OR VOLUNTEER ORGANIZATIONS YOU PARTICIPATED IN (INCLUDE NAME, LENGTH OF SERVICE, CONTACT PERSON, AND PHONE NUMBER OR EMAIL):

SECTION 3: PLEASE READ AND SIGN *ALL APPLICANTS MUST COMPLETE THIS SECTION*

I understand that DOC authorities will verify my criminal record information. I also understand that my application may be rejected for any reason.

SIGNATURE: _____ **DATE:** _____

DOC USE ONLY:

The following is the result of the DELJIS and NCIC records checks:

DELAWARE WANTS/WARRANTS _____ DELWARE CRIMINAL HISTORY _____

NCIC WANTS/WARRANTS _____ NCIC CRIMINAL HISTORY _____

DELJIS/NCIC
INVESTIGATOR _____ SIGNATURE _____ DATE _____

APPROVED _____ APPROVAL EXPIRES ON: _____

DENIED _____

IF DENIED, PLEASE INDICATE REASON BELOW:

- (1) Dishonest/incomplete application;
- (2) Active pending charges/warrants/capiases;
- (3) Any criminal conviction within the past two years;
- (4) Any incarceration in a Delaware correctional facility within the past three years;
- (5) Pending litigation against DOC involving applicant, arrest for escape, conviction for smuggling prison contraband, affiliation with confirmed security threat group, or previous institutional misconduct relating to the security, life, safety, and health of the facility while incarcerated;
- (6) Other (See Investigation for info).

REVIEWER'S SIGNATURE: _____ DATE: _____

A GUIDE TO THE PREVENTION AND REPORTING OF SEXUAL ABUSE AND MISCONDUCT WITH OFFENDERS

PREA Information for Contractors, Vendors, and Volunteers with Limited Contact with Offenders

Please Read, Sign, and Return this Acknowledgement Form with the Security Clearance Application

Staff Sexual Misconduct

Delaware Department of Correction (DDOC) policy 8.60 specifically forbids any activity associated with or that promotes acts of sexual conduct, including sexual harassment between offenders and DOC staff. In this definition, "staff" includes: contractors, vendors and volunteers of the DOC. An "offender" means someone incarcerated in a correctional facility or under supervision in the community. DDOC policy 8.60 contains detailed descriptions of what constitutes sexual misconduct and staff misconduct of a sexual nature (Policy 8.60 is available on the DDOC website at: http://www.doc.delaware.gov/downloads/policies/policy_8-60.pdf)

Forms of sexual misconduct include, but are not limited to:

1. Any behavior of a sexual nature directed toward an offender by a Department staff, contract staff, or volunteer.
2. Inappropriate touching between offenders and staff.
3. All completed, attempted, threatened, or requested sexual acts between Department staff and the offender.
4. Sexual comments and conversations with sexually suggestive innuendos or double meanings.
5. Display or transmittal of sexually suggestive posters, objects, or messages.

Depending on the investigation findings of an alleged incident, the outcome may result in the loss of your job/assignment and the possibility of criminal charges. In addition, persons accused of sexual harassment in civil or criminal proceedings may be held personally liable for damages to the person harassed.

An Abuse of Power

Due to the imbalance of power between offenders and staff in correctional settings, sexual interactions between staff (who have power) and offenders (who lack power) are unprofessional, unethical and illegal. Some offenders who lack power may become sexually involved with staff in an effort to equalize the imbalance of power. Occasionally an offender may try to use sex to improve his/her standing or circumstances (e.g., better job, avoid disciplinary action, affect a release plan, gain privileges, etc.). As a DOC contractor, vendor or volunteer, your designated assignments place you in a position of authority over the offenders with whom you interact in a professional capacity. It is not possible to have a relationship as equals because you have a responsibility to maintain custody, evaluate work performance, and/or provide input to issues that affect release dates, return to prison, or other sanctions.

Because of the imbalance of power between offenders and staff, vendors, contractors and volunteers, there can never be a consensual relationship between staff and offenders. In fact, the law states "consent" is not a defense to prosecution. Here are some factors to consider.

History of Victimization

Some staff don't think of offenders as 'victims' of staff sexual misconduct, especially when the offender appears to be a willing participant or even initiated the sexual or 'romantic' interactions with a staff member. The offender is always the victim because of the imbalance of power. The consent or willingness of an offender to participate may be a survival strategy or a learned response to previous or current victimization. Many offenders have a history of victimization (physical and/or sexual abuse), which may make them especially vulnerable to the sexual overtures of persons in positions of authority. Their perception of affection/love may be skewed by this background of abuse, making it impossible for them to refuse advances of a staff member.

In some instances, particularly for female offenders, their survival in the community has been directly related to using their sexuality to obtain the means to survive. Coupled with low self-esteem, this carries over into their conduct in prison and while under community supervision.

As the person in authority, it is your responsibility to discourage, refuse and report any overtures as well as maintain professional boundaries at all times. Boundaries in relationships can be difficult. If you question your professional boundaries with an offender or feel uncomfortable with his/her actions or advances toward you, talk to another person you respect and/or bring this matter to the attention of a DOC employee before it gets out of control.

Red Flags:

The following are behaviors or 'red flags' that may signal you or someone you work with is in danger of engaging in sexual misconduct with an offender:

- Spending a lot of time with a particular offender
- Change in appearance of an offender or staff member
- Deviating from agency policy for the benefit of a particular offender
- Sharing personal information with an offender
- Horseplay
- Overlooking infractions of a particular offender
- Doing favors for an offender
- Consistently volunteering for a particular assignment or shift
- Coming to work early/staying at work late
- Flirting with an offender

Some Other Things to Consider:

Amorous or sexual relationships with an offender are seldom a secret. Such behavior will subject you to disrespect and manipulation from other offenders that may be aware of your situation. Once in a relationship, professional judgment becomes clouded and the normal defenses that exist to protect you will be compromised. When acting on emotions, you may take actions that would otherwise be considered inappropriate in a correctional environment (either in custody or in the community).

Amorous or sexual relationships are inappropriate and illegal when they occur between an offender and any staff member, contractor, vendor or volunteer. Offenders depend upon staff to provide for their board and care, ensure their safety, address their health care needs, supervise their work and conduct, and act as role models for socially acceptable conduct. Your conduct and the decisions you make reflect not only on your own reputation, but also on that of your peers and the agency you represent.

How to Maintain Appropriate Boundaries:

Most staff/offender sexual misconduct occurs only after seemingly innocent professional boundaries have been crossed. The following behaviors will assist you in maintaining appropriate boundaries:

- Maintain professional distance
- Focus behavior on duties and assignments
- Do not become overly close with offenders
- Do not share your own or other staff person's personal information with or around offenders
- When speaking to offenders about other staff, refer to the staff by their title or as Ms. or Mr.
- When speaking to offenders refer to them as Ms. or Mr. and their last name
- Do not accept gifts or favors from offenders
- Be knowledgeable of Departmental policy and procedure, rules of conduct and laws regarding sexual misconduct and sexual harassment.

A Duty to Report

Staff must report any inappropriate staff/offender behavior immediately. The presence of illegal and unethical behavior by staff compromises the security and safety of the agency. Staff that fail to report such behavior will be held accountable and sanctioned through dismissal. All efforts will be made to ensure the confidentiality of the reporting staff member.

I HAVE READ AND UNDERSTAND THE INFORMATION PROVIDED IN THIS DOCUMENT.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

ORGANIZATION / COMPANY _____

PROGRAM NAME: _____
