DELAWARE DEPARTMENT OF CORRECTION
SECURITY REQUIREMENTS & PROCEDURES

I. REQUIREMENTS FOR ALL VENDORS/CONTRACTORS:

The Delaware Department of Correction (DDOC) has established criteria for authorized entry into a correctional facility by Vendors/Contractors conducting business with the Department and requires the Vendor/Contractor to complete a DDOC Security Clearance Application (to be provided upon contract award) and complete the Prison Rape Elimination (PREA) Acknowledgement Form (to be provided upon award) prior to entering a DDOC facility. This security criterion shall be observed by all professional service visitors, volunteers, vendors, contractors, subcontractors (if any) and any applicable employee providing services in relation to the contract. While working inside the prison facilities, it must be clearly understood that prison security requirements will at all times take precedence over service and/or construction operations. The vendor shall comply with all such regulations and consider the regulations when preparing their bid response.

II. CONTRACTORS PERFORMING INSTALLATION, CONSTRUCTION, OR REPAIR SERVICES:

A. Site Security

The following regulations must be observed by all persons performing onsite services for this project (employees, subcontractors, workmen, service men, manufacturer's representative, etc.):

1. Prime contractor shall submit a list of all proposed workers who will be working on site to the Regional Maintenance Superintendent or Security Superintendent. The list shall include name, social security number, age, sex, race and date of birth. This list shall include all sub-contractors (if any) and any vendors requiring access to the secure perimeter of the facility.

2. Each trade subcontractor shall notify the Maintenance Superintendent twenty four (24) hours in advance, but not later than 12:00 Noon, on the previous work day before sending men to the project site so an officer can be assigned to accompany all his personnel.

3. Contractors are required to notify the Regional Maintenance Superintendent/or Security Superintendent upon the termination of worker's services in order that the identification card on file can be pulled and rendered inactive.

4. Contractor must carry a Photo Identification Card.

5. It is essential that construction operation and debris removal be conducted in a manner to assure that materials that may be used as weapons do not fall into the hands of inmates.

6. Anything of unusual nature as loss of a key, identification cards, tools, piping, etc., shall be reported immediately to the escorting officer.

7. In the event that construction requires the disruption of plumbing, electrical power,

etc., the Regional Maintenance Superintendent must receive at least twenty four (24) hours advance notice in order to preserve security and not to disrupt routine activities. When temporary shutdown of service is unavoidable, the work shall be completed at night during a time when the institution's routine will not be interfered.

8. Workers will be denied access to controlled areas should they have relatives or close friends incarcerated in the facility.

9. Workers shall be subjected to all rules and regulations and shall comply with the escorting officers' instruction accordingly.

10. Construction Personnel Vehicle Parking
   a. Parking spaces for privately owned vehicles operated by construction personnel may be limited.
   b. The Maintenance Superintendent will assign areas within the prison site for parking. Sufficient space will be provided to park privately owned vehicles operated by construction personnel on site.
   c. Parked vehicles must always have the ignition and doors locked.

11. Prison Records - Where a workman or representative visiting the institution has a prison record, the trade subcontractor shall be responsible for obtaining the particulars concerning his record and notifying the institution at least seventy two (72) hours in advance of his visit. The institution will then notify the trade subcontractor and either provide or deny permission for that person to enter the institution. Any workman denied entrance to the institution must be replaced by the trade subcontractor or subcontractor at no additional cost.

12. Workmen Lunch Area/Searches
   a. Workmen are expected to stay in their respective working areas during their lunch period unless leaving the grounds is permitted.
   b. All workmen are expected to submit to a search of themselves, toolboxes, lunch containers, and vehicles at any time if the search is deemed necessary.

13. It is forbidden to aid or abet the escape of any inmate, or to advise, connive or assist in any escape, or to conceal any inmate after escape, or withhold information pertaining thereto. Violation of this prohibition can result in prosecution and the law provides for punishment of fine and imprisonment.

14. It is forbidden to bring into or take out of the prison either for pay, or for favor, for any inmate, any article, without the proper authorization from the Maintenance Superintendent.

15. It is forbidden to roam at will throughout the prison. Workers are restricted to going directly to those places where the work is conducted and remaining away from all areas where they have no business to conduct.

16. It is prohibited to socialize, exchange pleasantries, or conduct business with inmates in traffic areas hallways, center areas, etc. Affectionate or intimate behavior between official visitors and inmates is prohibited.

17. No photographs may be taken without proper authorization. No public news releases may be given without similar authorization.

18. Escorting of any person, not previously approved, onto the prison grounds or into the prison is prohibited.

19. The offering and giving of any tips, gratuities, fees, etc. to any inmates or prison personnel are strictly prohibited.

20. The use of indecent, abusive, or profane language is forbidden anywhere on the prison property.

21. Civilian or other clothing should not be left carelessly in places where it may be acquired and worn by inmates.

22. In the event an acquaintance, friend, or relative of contractor's employee should be an inmate of the institution at which work is being conducted, it is advisable that the contractor communicate this confidentially to the Maintenance Superintendent.

B. Equipment/Tool Inventory

1. Inventory of all tools, equipment and supplies shall be taken by the Contractor at the beginning and end of each workday (to be provided upon award). All unnecessary tools and equipment should be left at the shop. An assigned DDOC employee shall escort the Contractor or other non-employee workers while in the institution. At entry control points, vehicles and personnel will be searched to include any tools or related equipment. No tools will remain on the work sites upon departure. Activities must be performed as authorized with proper security and safety precautions

2. Restricted Tools: The DDOC classifies a restricted tool as one that can be used by inmates either in effecting an escape or causing death or serious injury. The following tools are typical examples of a tool classified as restricted and shall not be considered all inclusive:

- **a.** Diamond-point drills
- **b.** Ice picks
- **c.** Hones and sharpening stock
- **d.** Metal cutters, blades
- **e.** Bolt cutters
- **f.** Cleaners
- **g.** Cutting torches
- **h.** Electric drills, portable
- **i.** Electric bench and portable grinders
- **j.** Files
- **k.** Gear pullers
- **l.** Diamond point and regular hacksaw blades

3. Flammable Liquids: Maintain flammable liquid (e.g., gasoline, fuels, etc.) in secure containers at all times, in compliance with OSHA regulations.

4. Powder Actuated Tools: Comply with Owner's and Maintenance Superintendent's

directions for control of powder used and stored.

5. Lost or stolen tools must be reported to security of the DDOC immediately.

6. Broken saw blades must be removed from the property (not left or discarded on site).

7. Trucks should be kept clean of debris. Trash within the vehicle increases the amount of time required to inspect the vehicles.

8. Contractors shall include, in their bid, a sufficient amount of time to enter and depart the facility in a given day. As an example, it takes between one half hour to one hour to enter or leave the facility.

9. Proper construction clothing is required. Short pants are not permitted.

10. Contractors are advised that only limited movement will be permitted while inside the compound.

11. Completion of a DDOC Security Clearance Form is required for all employees working on the project and will remain on file for one (1) year from clearance date.

C. Special Requirements

1. Materials shall be moved through the buildings using rubber tire vehicles which shall be properly controlled at all times to avoid damage to existing walls, floors, and ceiling surfaces, including doors and door and/or window frames.

2. Water damage will not be tolerated and it is incumbent upon the contractor to take all steps necessary to keep the existing premises dry at all times.

3. All welding and cutting shall be performed by qualified and certified welders. Certificates shall be on file with the Construction Manager prior to commencement of any welding.

4. Existing streets, pavements, lawns, curbs and other finished surfaces disturbed or damaged by excavation or other construction activities shall be repaired and restored to their original conditions to the satisfaction of the Owner and local authorities.

III. CONTRABAND

A. 11 *Del. C.* § 1256 provides that "a person is guilty of promoting prison contraband when: (a) The person knowingly and unlawfully introduces any contraband into detention facility; or (b) The person possesses with intent to deliver any contraband to any person confined within a detention facility; or (c) Being a person confined in a detention facility, he knowingly and unlawfully makes, obtains, or possesses any contraband."

B. The following items are considered contraband and shall not be permitted near, in possession of, or on the grounds of any DDOC facility:

1. Intoxicating beverages.

2. Narcotics, hypnotics, barbiturates, hallucinogenic drugs, central nervous stimulants, tobacco or drugs, except as authorized or approved by an institution affiliated physician.

3. Firearms or instruments customarily used or designed to be used as a dangerous weapon, or an explosive device, except as authorized or approved by an institution and/or Departmental Administrator.

4. Instruments that may be used as an aid in attempting an escape.

5. Hypodermic needles, syringes, or other articles, instruments or substances specifically prohibited by the institution administration, except as authorized by an institution and/or Departmental Administrator.

C. In addition to above, no inmate may possess:

1. Tools, instruments or implement which could be used as a dangerous weapon except as are assigned by and used under the supervision of authorized personnel.
2. Money.

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