State of Kansas– Additional Security Information for DOC

Department of Administration, OFPM-DCC

*Please add the following items to the Pre-Construction Conference Agenda when projects are with the Department of Corrections*.

1. Special Security Requirements for Correctional Facilities.
	1. Questions concerning access to the project site and any security requirements shall be directed to: Name, title and phone number.
	2. Security background checks will be required of all persons working on the site. Allow two weeks for the facility staff to complete these investigations. On-site training (up to 4 hours) will also be required for all persons working at the site. Daily delivery persons are not required to have background checks or training; however, they will need to be escorted within the perimeter at all times.
	3. The Contractor, all subcontractors and all of their employees shall cooperate with the Department of Corrections' officials in observing rules and regulations of the Institution for security.
	4. The Contractor shall arrange with the Kansas Department of Corrections' officials to establish procedures for the controlled entry of men, tools and materials into the Work area three days prior to the Work commencing.
	5. All persons must obey the facility’s security rules at all times while at the facility. Any person in violation of the rules will be removed from the facility and not allowed to reenter at any other time.
	6. The contractor shall advise all workmen against fraternizing with the inmates of correctional facilities, as this may be grounds for prosecution in some cases.
	7. Cell phones, computer tablets and related items are not permitted within the facility. A cell phone for the project foreman **may** be permitted if approved by the facility Warden or Superintendent and shall be subject to the requirements of the Institution.
	8. The wearing of blue work shirts, red sweatshirts, red caps, “muscle-man” type shirts and clothing with offensive text or graphics will not be permitted. Other clothing may be restricted depending upon the security requirements of the Institution.
	9. No intoxicating beverages shall be brought on the grounds of the Institution.
	10. No firearms, ammunition or other weapons shall be carried on facility property. Firearms, ammunition and other weapons shall be in locked company or employee vehicles in designated parking areas while workmen are on facility property.
	11. No narcotics shall be carried or used on premises.
	12. Vehicle keys shall be removed, and vehicles shall be locked when not in use, whether on-site or adjacent to the construction site. Any vehicle will be subject to search at any time while on Institution Grounds.
	13. Theft or loss of keys, tools, construction equipment, materials etc, shall be reported immediately to the Owner.
	14. Contractor shall remove all tools at the end of each work day. The Institution will not be responsible for the Contractor's tools, equipment or materials.
	15. The contractor and subcontractors shall remove all construction debris from the building site at the end of each day. Sheet metal scraps, pipe and any other materials which could be used as weapons shall be removed from the project daily; other debris may be deposited in a dumpster and removed weekly or as required by Owner.
	16. The contractor shall advise workmen that, when they are given keys to the buildings, they will be responsible for keeping all doors locked, all tools accounted for and the keys in their possession at all times while at the project site.
	17. Contractor's storage and Work area shall be tightly secured during nonworking hours. Openings in ceilings, roofs and exterior walls shall be closed temporarily.
	18. K.S.A. 21-3826 reads:

Traffic in contraband in a correctional institution.

* + - 1. Traffic in contraband in a correctional institution is introducing or attempting to introduce into or upon the grounds of any correctional institution or taking, sending, attempting to take or attempting to send from any correctional institution or any unauthorized possession while in any correctional institution or distributing within any correctional institution, any item without the consent of the administrator of the correctional facility.
			2. For purposes of this section “correctional institution” means any state correctional institution or facility, conservation camp, state security hospital, juvenile correctional facility community correction center or facility for detention or confinement, juvenile detention facility or jail.
			3. (1) Traffic in contraband in a correctional institution of firearms, ammunition, explosives or a controlled substance which is defined in subsection (e) of K.S.A. 64-4101 and amendments thereto, is a severity level 5, non-person felony.
				1. Traffic in any contraband, as defined by rules and regulations adopted by the secretary, in a correctional institution by an employee of a correctional institution is a severity level 5, non-person felony.
			4. Except as provided in subsection (c), traffic in contraband in a correctional institution is a severity level 6, non-person felony.
	1. Normal working hours shall be from 7:00 a.m. to 3:00 p.m. (times may be modified by the Institution), Monday through Friday, with Saturdays and Sundays available with special permission from the Institution. All employees working on the Project must be checked in and out each working day.
	2. All power-driven tools (example: ramjet guns, red head tools, etc.) shall be checked into and out of the Institution each day. The Contractor shall keep account of them throughout the day and immediately report any of which are missing.
	3. Photographs: Photographing inmates of State Institutions is prohibited. Permission to bring cameras onto facility property and photographing Work or site conditions must be received from the appropriate personnel.
	4. **The Contractor is advised that Correctional Facilities are TOBACCO FREE. No person may use or have any tobacco products, lighters or other related items on their person while on facility property. Tobacco products and related items shall be locked in company or employee vehicles in designated parking areas while workmen are on facility property. E-cigarettes are not allowed.**