

SECTION 016100DEPARTMENT OF CORRECTIONS – SUPPLEMENTAL PROVISIONSPART 1 – GENERAL

1.1 STIPULATIONS

- A. The specifications sections “General Conditions of the Construction Contract”, “Special Conditions”, and “Division 1 - General Requirements” form a part of this Section by this reference thereto and shall have the same force and effect as if printed herewith in full.

1.2 PERSONAL BEHAVIOR

- A. Contractors are responsible for informing their employees of the special restrictions on personal behavior and the procedures/potential penalties for violations.

1.3 WORKING HOURS

- A. Refer to specification Section 010400 – Coordination and Control, for working hours. Any extension outside of these hours must be accomplished in accordance with the General Conditions and with the consent of both the Department and Institution Manager.
- B. The work within the secured perimeter must be scheduled and executed in coordination with the escorts that the Institution will provide to visually observe work crews.
- C. In the event the Institution determines that on-site circumstances will not support continuation of construction activities, the Department may elect to suspend work and/or process a no-cost Extension of Time to the contract duration until project work is allowed to proceed.
- D. The Contractor, as well as any subcontractors and/or material delivery may not argue for extra compensation related to a perceived delay or inefficiency during processing for access to or transit of materials in the event any of the following conditions are present:
 - 1. Arrival of work crews at previously defined improper times such as shift changes, scheduled deliveries, etc.
 - 2. Improperly completed, inaccurate, or missing daily tool inventory sheets, clearance sheets, and secured tools.
 - 3. Improper scheduled material deliveries.
 - 4. Any failure related to the adherence to the Department of Corrections’ Supplemental Provisions contained herein.

1.4 VEHICLES

- A. Construction vehicles, as well as employees’ vehicles, will be parked in an area designated by Institution and Department and always locked. If any vehicles are to be left overnight, the license number or numbers of vehicles must be reported to the Institution Main Gate on a daily basis.

1.5 TOOLS

- A. Tools shall be kept in a secure (locked) area when not in use and inventoried on a daily basis to ensure complete and total accountability. While the tools are 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 Superintendent. Particular attention should be paid to tools which may be used as weapons or instruments of escape. Special procedures will be developed with the Institution's Maintenance/ Engineering 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, ON WEEKENDS OR ON HOLIDAYS.

1.6 FRATERNIZATION

- A. There shall be no fraternization or private relationships of Contractors' employees with inmates. This includes, but is not limited to, trading, bartering, or receiving gifts, money, favors from the inmates, or the inmates' friends, relatives or representatives.

1.7 ALCOHOL AND CONTROLLED SUBSTANCES

- A. Alcoholic beverages and controlled substances shall not be carried, stored or consumed on Institutional property nor left in any vehicle.

1.8 GAMBLING

- A. Gambling or wagering of any type is not permitted on Institutional property.

1.9 SECTION 5122 WEAPONS OR IMPLEMENTS FOR ESCAPE

- A. Weapons or implements of escape (other than tools applicable in Paragraph 1.5) shall not be permitted on Institution property. Non-compliance with this policy may result in criminal charges.
- B. Offense Defined: A person commits a misdemeanor of the first degree if that person unlawfully introduces within a detention facility, correctional institution or mental hospital, or unlawfully provides an inmate thereof with any weapon, tool, implement or other thing which may be used for escape.
- C. Definitions:
 1. As used in this section, the word "unlawfully" means surreptitiously or contrary to law, regulation or order of the detaining authority.
 2. As used in this section, the word "weapon" means any implement readily capable of lethal use and shall include any firearm, knife, dagger, razor, other cutting or stabbing implement or club, including any item which has been modified or adapted so that it can be used as a firearm, knife, dagger, razor, other cutting or stabbing implement or club. The word "firearm" includes any unloaded firearm and the unassembled components of a firearm.

1.10 SECTION 5123 CONTRABAND

- A. Contraband shall not be permitted on Institution property. Non-compliance with this policy may result in criminal charges.
- B. Contraband to confined persons is prohibited. A person commits a misdemeanor of the first degree if that person sells, gives or furnishes to any convict in a prison or inmate in a mental hospital, or gives away or brings into any prison, mental hospital or any other building appurtenant thereto, or on the land granted to or owned or leased by the Commonwealth or County for the use and benefit of the prisoners or inmates, or puts in a place where it may be secured by a convict of a prison, inmate of a mental hospital, or employee thereof, any kind of spirituous or fermented liquor, drug, medicine, poison, opium, morphine, or other kind of narcotics (except the ordinary hospital supply of the prison or mental hospital) without a written permit signed by the physician of each Institution, specifying the quantity and quality of the liquor or narcotic which may be furnished to any convict, inmate, or employee in the prison or mental hospital, the name of the prisoner, inmate or employee for whom, and the time when the

same may be furnished, which permit shall be delivered to and kept by the warden or superintendent of the prison or mental hospital.

- C. Money to inmates is prohibited. A person commits a misdemeanor of the third degree if that person gives or furnishes money to any inmate confined in a state or county correctional institution. PROVIDED NOTICE OF THIS PROHIBITION IS ADEQUATELY POSTED AT THE INSTITUTION. A person may, however, deposit money with the superintendent, warden or other authorized individual in charge of a state or county correctional institution for the benefit and use of an inmate confined therein, which shall be credited to the inmate's account and expended in accordance with the rules and regulations of the Institution. The person making the deposit shall be provided with a written receipt for the amount deposited.

1.11 SEARCH

- A. Any person entering this Institution is subject to a search of their person at any time. While the person may refuse, such refusal may be cause for denial of further entrance.

1.12 SECURITY ORIENTATION PROGRAM AND PREA TRAINING

- A. The contractor's personnel must attend a Security Orientation Program and perform Prison Rape Elimination Act (PREA) Training, prior to commencement of on-site work. No personnel of the contractor will be permitted to begin work on Institutional grounds without first attending the Security Orientation Program and performing the appropriate PREA Training. The contractor must schedule the Security Orientation, and PREA Training with the Institution, and budget his time accordingly. The Institution requires at least 10 days' notice for these activities, and it will need to be a day that fits the Institution's schedule.

1.13 SECURITY CLEARANCE CHECK

- A. The Contractor shall provide the following information to Institutional Security Personnel concerning every employee of the Contractor who will be entering the Institution:
 1. Name (including any previous names)
 2. Date of Birth
 3. Social Security Number (not required for Pre-Bid Conference).
 4. Driver's License Number (not required for Pre-Bid Conference).
- B. 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.
- C. The contractor's personnel must have their picture taken at the Institution to have an ID badge created for each employee prior to commencement of on-site work. No personnel of the contractor will be permitted to begin work on Institutional grounds without first obtaining an ID badge. The contractor must schedule the picture taking with the Institution, and budget his time accordingly. The Institution requires at least 10 days' notice for this activity, and it will need to be a day that fits the Institution's schedule.

THE ENCLOSED DEPARTMENT OF CORRECTION 'POLICY 6.3.1, FACILITY SECURITY MANUAL, SECTION 6 - CONSTRUCTION CONTRACTORS' IS GIVEN HEREIN TO INDICATE TO THE CONTRACTOR THE PROCEDURES THAT WILL BE REQUIRED FOR ACCESS TO THE INSTITUTIONAL GROUNDS THROUGHOUT THE CONSTRUCTION PERIOD. THE INFORMATION SUPPLEMENTS THE GENERAL REQUIREMENTS. THE DEPARTMENT OF GENERAL SERVICES WILL IMPLEMENT THE APPLICABLE PROCEDURE.

1.14 OPEN EXCAVATIONS

- A. Excavations within the secure perimeter may not be left open overnight. Excavations must be backfilled at the end of each workday. Exceptions to this must be authorized by the Department and the Institution. Closure of trench exemptions can be granted by the Client Agency upon request.

PART 2 –PRODUCTS (Not Used)

PART 3 –EXECUTION (Not Used)

END OF SECTION

DEPARTMENT OF CORRECTION
POLICY 6.3.1, FACILITY SECURITY MANUAL
SECTION 6 – CONSTRUCTION CONTRACTORS

Section 6 – Construction Contractors**A. Facility Responsibilities**

1. Facility Manager

The Facility Manager shall be responsible for the following:

- a. ensure that local procedures are established governing construction contractor's access that provides for the secure operation of the facility while facilitating the necessary work to be completed;
- b. give final approval/disapproval of all construction workers to work within the facility;
- c. approve any overtime associated with the construction project; and
- d. notify the Deputy Superintendent for Facilities Management (DSFM) or Deputy Superintendent for Internal Security (DSIS) (if applicable) of any overtime approvals.

2. DSFM/DSIS

a. The DSFM/DSIS shall be responsible for the following:

- a. ensure that all security and safety concerns regarding construction contractors are properly addressed and resolved;
- b. ensure that a briefing of contractors is conducted to establish a point of contact with whom contractors can address any project related problems.
- c. attend job conferences and address items contained in the contract that may impact upon the security of the facility;
- d. review all **centralized clearance** checks on construction contractors employees for accuracy and submit recommendations to the Facility Manager on whether or not a particular construction employee should be approved/disapproved to work within the facility;
- e. ensure that the Major-of-the-Guard and the Shift Commander are informed of any overtime approvals;
- f. approving all inmates assigned to work in a construction area; and
- g. periodically tour the work site to evaluate impact on security.

3. Facility Maintenance Manager (FMM)

b. The FMM shall be responsible for the following:

- a. coordinate all construction projects with the Department of General Services (DGS) and the construction contractor;
- b. attend all job conferences;
- c. provide the construction contractor(s) with a copy of the **Centralized Clearance Check Information Request Form** in accordance with Department policy 1.1.4, **“Centralized Clearances”** at the initial job conference and emphasize the need to return the questionnaires in order to complete the required security checks;
- d. collect and forward completed **Centralized Clearance Check Information Request Forms** for all construction contractors or construction employees to the Intelligence Captain at least 10 days prior to any construction contractor or construction employee arriving on site;
- e. act as a liaison between the construction contractor, DGS, and the Department to ensure that all specifications of the contract are being met;
- f. ensure that all required work is completed to an acceptable level of quality through coordination with the DGS, the project architect/engineer, and the construction contractor;
- g. compile and forward a list of all prospective inmates to work in a construction area to the DSFM/DSIS (if applicable) and the Intelligence Captain; and
- h. discuss progress of projects with the DSFM/DSIS (if applicable).

4. Major-of-the-Guard

The Major-of-the-Guard shall be responsible for the following:

- a. ensure that the Intelligence Captain conducts security orientation(s) for all construction employees on a scheduled basis;
- b. tour the job site prior to the arrival of construction contractors and construction employees to identify any possible security concerns;
- c. ensure that **centralized clearance** checks are conducted on all construction employees and a list of names and recommendations is submitted to the DSFM/DSIS (if applicable);
- d. monitor the performance of each Shift Commander and Intelligence Captain to ensure that the responsibilities outlined in this manual for the construction post are being conducted; and
- e. ensure that all required forms of documentation concerning construction contractor activities relating to security are developed and updated as needed.

5. Intelligence Gathering Captain

The Intelligence Gathering Captain shall be responsible for the following:

- a. tour the job site with the Major-of-the-Guard prior to the arrival of any construction contractor(s) and/or construction employee(s) to identify any possible security concerns;
- b. conduct **centralized clearance** checks on all construction employees and submit a list and his/her recommendation to the DSFM/DSIS (if applicable);
- c. provide security orientation(s) to construction employees on a scheduled basis;
- d. provide an orientation packet to all construction employees outlining security, safety and/or other concerns related to the facility and the construction project;
- e. periodically tour the construction site to monitor the project's progress and to identify any possible security concerns;
- f. review all prospective inmates for work in the construction area for any information that would preclude the inmate(s) from being assigned; and
- g. inform the DSFM/DSIS (if applicable) and the FMM of any information that is obtained that would preclude inmate(s) from working in a construction area.

6. Shift Commander

Each respective Shift Commander shall be responsible for the following:

- a. Ensure that a Corrections Officer or H-1 Maintenance Department employee is assigned to the construction site area during work hours to:
 - (1) monitor the activities of the construction employees related to the security of the construction site and the facility;
 - (2) provide intermittent supervision of the inmates approved to work in the construction area;
 - (3) ensure that inmates approved to work in the construction area(s) are escorted and searched prior to and after their work assignment;
 - (4) ensure that no inmate movements are allowed in the construction area(s) except those approved by the Major-of-the-Guard, DSFM, and/or Facility Manager;
 - (5) ensure that regular, but random, security checks of the construction area are conducted to identify any security and/or safety concerns;

- (6) ensure that inmates approved to work in the construction area(s) are directly supervised and that they do not carry anything into or from the area(s) that is not approved; and
- (6) make security checks to ensure that all equipment and tools have been secured in the designated area(s), at the end of the workday.
- b. Ensure that security is maintained within the facility and at the construction site by ensuring that appropriate staff:
 - (1) monitor all traffic, both pedestrian and vehicular, within the facility related to the construction project;
 - (2) inspect the construction site and check all locks and other security and safety equipment and procedures related to the construction project;
 - (3) ensure that all construction equipment and vehicles entering or exiting the facility are properly searched and are authorized for entrance and/or egress;
 - (4) submit reports of any problems with tool accountability to the Major-of-the-Guard, DSFM/DSIS (if applicable), and the Facility Manager;
 - (5) ensure that the Corrections Officers assigned to entrance/egress points (e.g. sally port, gates, etc.) are properly performing the duties assigned for identifying, recording, and searching all construction employees and vehicles entering/leaving the facility; and
 - (6) periodically review the procedures in place to ensure that construction employees are properly signing in/out of the facility and that the photo ID Badges are accounted for.

B. Required Documentation

The forms of documentation listed below shall be developed and maintained at each facility.

1. Orientation Packet

The Orientation Packet shall include the following:

- a. personal behavior;
- b. working hours;
- c. vehicle procedures;
- d. tool control;
- e. fraternization;

- f. general security procedures;
- g. gambling;
- h. contraband control, including, but not limited to:
 - (1) alcohol and controlled substances;
 - (2) weapons; and
 - (3) implements of escape
- i. security clearance check;
- j. search procedures; and
- k. the wearing of identification.

2. **Contractor Tool Inventory Form (Attachment 6-A)**

A **Contractor Tool Inventory Form** is to be completed by the contractor one week prior to starting work. The form shall be forwarded to the Tool Control Officer, DSFM/DSIS and the FMM for review and approval. This form is to be updated and resubmitted as tools are removed, broken, or new tools added.

3. **Contractor Tool Accountability Form (Attachment 6-B)**

The contractor is to complete the **Contractor Tool Accountability Form** daily to document that all tools used by the contractor are accounted for. The completed form is to be submitted to the FMM for review and approval. If a tool is missing, information is to be supplied detailing when the tool was seen/used last, by whom and in what location.

4. **Centralized Clearance Check Information Request Form**

The **Centralized Clearance Check Information Request Form** shall contain the information needed to conduct a security check of the prospective construction employee. The form shall include but not be limited to, the following:

- a. full legal name;
- b. current address;
- c. social security number;
- d. driver's license number; and
- e. date of birth.

5. Contractor Responsibilities Packet

This shall include, but not be limited to, the following provisions:

- a. no personal or commercial vehicles are allowed into the facility without prior approval of the Shift Commander;
- b. all vehicles bringing tools into the facility shall be returned outside the perimeter once the tool delivery is made;
- c. vehicles and toolboxes must remain locked;
- d. no unattended vehicles shall be left unlocked or with the engine running at any time;
- e. any vehicle that is permitted to be left inside the perimeter overnight must be disabled from being operated and locked when possible, and they must be placed in an area separate from the inmate population;
- f. all vehicles entering the facility must have locking gas caps;
- g. a **Contractor Tool Accountability Form** shall be completed daily;
- h. lockable “gang” toolboxes are permitted inside the perimeter. These boxes must be locked at all times when not being used for tool removal or return and must be kept in a “fenced in” or other area which ensures no inmate access;
- i. a **Contractor Tool Inventory Form** is to be completed and submitted to the Corrections Officer at the point of entrance to the facility.
- j. all workers and material suppliers must provide at least one form of photo identification;
- k. a **centralized clearance check** is completed by all construction employees and submitted to the FMM;
- l. work hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, alternate work schedules require pre-approval by the Facility Manager/designee;
- m. no glass bottles or metal items such as silverware/knives are to be brought into the facility;
- n. all fuel (i.e., gasoline, diesel fuel) is to be secured outside of the perimeter and no gas cans are to be left unattended;
- o. only the required number of propane tanks will be permitted inside the perimeter. The maximum tank size is 1000 gallons. Propane tanks are permitted to be left inside the perimeter overnight, provided they can be secured in a manner to ensure inmates cannot access them; and

- p. vehicles and/or equipment, which cannot be taken outside the perimeter for refueling, will be refueled using gas cans. Once the refueling is completed the gas cans are to be removed from the facility. No fuel tanks are permitted to be stored inside the perimeter.

6. Request for Photographic Equipment to Enter the Facility Form (Attachment 6-C)

The **Request for Photographic Equipment to Enter the Facility Form** shall be used by the contractor to request that photographic equipment be brought into the facility. It shall indicate the date, time, name of the individual, and the rationale. All requests must be approved/disapproved by the Facility Manager/designee.

7. Utility Interruption Request Form (Attachment 6-D)

The **Utility Interruption Request Form** shall be used for requesting approval for the contractor to interrupt a facility utility. It must be submitted at least five working days before the proposed interruption. It shall include, but not be limited to, the following:

- a. the date of the proposed utility interruption;
- b. the time of the proposed utility interruption;
- c. the utility that is to be interrupted;
- d. the reason for the interruption;
- e. the length of time of the interruption; and
- f. the name, title, and phone number of the contractor's designated employee who will oversee the interruption.

Contractor Tool Inventory**A copy of this form is to be maintained at the Sally Port/Gate, after approval.**

Contractor's Name: _____

Date: _____

D.G.S. Project Number: _____

**TOOL LIST
INCLUDING SMALL EQUIPMENT****LOCATION WHERE TOOLS ARE SECURED
WHEN NOT IN USE**

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

CONTRACTOR'S Authorized Representative:

NAME PRINTED

SIGNATURE

<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED	Date: _____	_____
					Corrections Facility Maintenance Manager
<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED	Date: _____	_____
					DSFM/DSIS

Comments:

Distribution (After Approval/disapproval)

Facility Manager

Deputy Superintendent for Facilities Management

Deputy Superintendent for Internal Security, if applicable

Major-of-the-Guard

Intelligence Captain

Facility Maintenance Manager

Facility Safety Manager

Tool Control Officer

Contractor Tool Accountability

Date: _____

For the Week Ending: _____

Tools Missing: _____

Contractor's Name: _____

D.G.S. Project Number _____

Person Responsible: _____

NAME PRINTED

Person Responsible: _____

SIGNATURE

Detailed report of HOW, WHEN, WHERE, WHO, AND WHY the tool was lost, action taken by contractor:

Received By: _____ Date and Time: _____

Distribution (After Approval/disapproval)

Facility Manager

Deputy Superintendent for Facilities Management

Deputy Superintendent for Internal Security, if applicable

Major-of-the-Guard

Intelligence Captain

Facility Maintenance Manager

Facility Safety manager

Tool Control Officer

Contractor Request for Photographic Equipment to Enter the Facility**RETURN TO THE FACILITY MAINTENANCE MANAGER**

DATE: _____ D.G.S. Project Number: _____

Contractor's Authorized Representative: _____

Name Printed

Signature

DATE AND TIME OF EXPECTED ARRIVAL: _____

REASON FOR REQUEST: _____

ESTIMATED TIME TO COMPLETE THE PHOTOGRAPHS: _____

NAME OF INDIVIDUAL THAT WILL BE ESCORTING: _____

UNDER NO CIRCUMSTANCES ARE PHOTOGRAPHS OF STAFF OR INMATES PERMITTED
WITHOUT APPROVAL OF THE FACILITY MANAGER. THE PUBLICATION OF ANY
PHOTOGRAPHS REQUIRES THE PERMISSION OF THE DEPARTMENT OF CORRECTIONS.

☐

APPROVED

☐

DISAPPROVED

Facility Maintenance Manager_____
Date☐

APPROVED

☐

DISAPPROVED

Deputy Superintendent for Facilities Management or
Internal Security_____
Date☐

APPROVED

☐

DISAPPROVED

Facility Manager_____
Date

Distribution (After Approval/Disapproval)

Facility Manager

Deputy Superintendent for Facilities Management

Deputy Superintendent for Internal Security

Facility Maintenance Manager

Major-of-the-Guard

Intelligence Captain

Shift Commander

Sally Port/Gate

Facility Safety Manager

Project file

CONTRACTOR UTILITY INTERRUPTION REQUEST

CONTRACTOR IS RESPONSIBLE FOR SUBMITTING THIS FORM TO THE FACILITY MAINTENANCE MANAGER AT LEAST FIVE (5) WORKING DAYS BEFORE THE PROPOSED INTERRUPTION.

DATE: _____ D.G.S PROJECT NUMBER: _____

CONTRACTOR'S NAME: _____

REQUESTING OFFICIAL: _____

UTILITY REQUESTED TO BE INTERRUPTED: _____

REASON FOR INTERRUPTION: _____

LENGTH OF TIME OF INTERRUPTION: _____

DATE OF PROPOSED INTERRUPTION: _____

CONTRACTOR'S DESIGNATED EMPLOYEE WHO WILL ENSURE THAT THE INTERRUPTION IS HELD ON THE PROPOSED DATE AND TIME:

NAME: _____
(PRINTED)

TELEPHONE NUMBER AFTER WORKING HOURS: _____
(INCLUDING AREA CODE)

WEEKEND TELEPHONE NUMBER: _____
(INCLUDING AREA CODE)

☐ APPROVED ☐ DISAPPROVED _____

FACILITY MAINTENANCE MANAGER

☐ APPROVED ☐ DISAPPROVED _____

DEPUTY SUPERINTENDENT FOR FACILITIES
MANAGEMENT OR INTERNAL SECURITY

☐ APPROVED ☐ DISAPPROVED _____

FACILITY MANAGER

Distribution (After Approval/Disapproval)

Facility Manager

Deputy Superintendent for Facilities Management

Deputy Superintendent for Internal Security

Facility Maintenance Manager

Major-of-the-Guard

Intelligence Captain

Shift Commander

Sally Port/Gate

Facility Safety Manager

Project File

RESTRICTED TOOLS

All Gas Powered Tools
Flammable Materials (Gasoline, kerosene, diesel fuel)
Axes
Bolt Cutters
Bosch Cut Saw
Chain Saw
Come-A-Long (one ton capacity and over)
Concrete Saws & Blades
Crow Bars (over 3 feet in length)
Cutting & Heating Torches (stored separate from tanks) (Except Benzomatic torch tips for plumbing)
Digging Irons
Hack Saws & Blades (extra blades to be maintained in Central/Main Control)
Hammer Drill and Bits
Hammers 32 oz. & Over
Hatchets
Picks
Pipe Wrenches (36 inches and over)
Pitchforks
Portable Electric Generators
Pry Bars (over 4 feet in length)
Railroad Picks
Ramset Guns & Ammunition (This tool will not be permitted to be stored inside the institution)
Saws Zall
Security Screw Drivers
Security Screw Driver Bits
Scissors 8" or longer
Security Screwdrivers & Bits
Sledge Hammers (over 5 pounds)
Sickles
Utility Blades (extra blades to be maintained in Central/Main Control)

This list must be updated whenever new tools are added to present inventories, which comes under the definition of a Restricted Tool. Updates to this list should occur as inventories are reviewed from each shop.

CENTRALIZED CLEARANCE CHECK INFORMATION REQUEST

Please type the following information. Enter N/A in any space that does not apply. **All information will be maintained confidentially, but must be provided in order to complete a clearance check.** Falsification or omission of pertinent information will be considered as justification for disapproval or possible criminal prosecution. It is the responsibility of the requestor to initiate renewal of all clearances. Applicant shall submit this request form to the facility or respective Central Office moderator. Use additional sheets if necessary.

SECTION "A" (CANDIDATE)

Have you ever worked in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution?

☐ Yes ☐ No

Type of Clearance: ☐ Initial Clearance Request ☐ Renewal Request

Category: ☐ Agency Temp Services ☐ Contract Service Provider ☐ Intern/Extern ☐
Organization

☐ Reentry Services ☐ Vendor ☐ Volunteer Program

☐ Official Visitor **(please select one):**

☐ Government ☐ PA Prison Society

☐ Public Visitor **(please select one):**

☐ Ministry ☐ Criminal Justice Agency ☐ Entertainment, Sports, Activities, Guest Speaker

☐ Other **(please explain):**

Purpose of Visit:				Primary Facility:			
Organization/Agency/Company/Program Name:				Abbreviation (if applicable):			
Subcontracted to:				Title or Position:			
Last Name:		First Name:		Middle Name:			
List all previous names:							
Date of Birth:				Social Security Number:			
Passport #:		Alien Registration #:		Visa #:			
Sex:	Race:	Height:	Weight:	Eye Color:	Hair Color:		
Current Address:			City:	State:	Zip Code:		
Prior Address:			City:	State:	Zip Code:		
Place of Birth:				Email Address:			
Home Phone:				Alternate Phone (cell):			
Current Driver's License Information:		State:	Operator: <input type="checkbox"/>	ID Only license: <input type="checkbox"/>	OLN Number:	Valid: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Previous Licenses (List all states & #'s that apply):		State:			Operator/Non-Operator #:		
Professional/Medical Licenses:			DEA Number:		NPI Number:		
Identify names, relationships, and locations of any relatives or close friends in any DOC facility:							

I confirm that all information contained on this clearance request has been verified by me to be complete and accurate. I also agree to abide by all Department rules and assume all risks which may result from the normal operation of a Department facility.

Signature: _____ **Date:** _____

SECTION "B" (REQUESTING DOC STAFF MEMBER)

Requesting Staff Member:	Employee #:	Date of Request:
Describe Specific Event or Access:	Specific Period of Access Required:	



Consent to Release Information for Prison Rape Elimination Act Compliance

I, _____, having made application for a contract service with the Pennsylvania Department of Corrections (DOC), understand that the DOC must gather specific information about prior employment to comply with the Prison Rape Elimination Act. I hereby authorize the DOC to investigate and ascertain any and all information concerning my prior employment as it relates to sexual abuse and sexual harassment. I understand that the information or documents may be obtained from any person, document or other source, inside or outside the Commonwealth of Pennsylvania. I hereby expressly authorize any former employer to release that information to the DOC. (§115.17 [c][2], §115.217 [g])

I hereby release all persons and/or agencies from any liability which might otherwise result from the release of said information to any member of the DOC and/or their subcontractors.

In consideration of this release, the DOC and their subcontractors shall regard all information obtained as confidential. I understand that the same shall not be released to any individual, including myself, or organization, absent good cause.

I agree that the DOC may admit this information into evidence in order to defend any administrative or court proceeding. I retain the right to challenge the accuracy of such information, in such a proceeding, but waive all objections as to the admissibility of the information.

Have you ever been employed in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997)? NO ☐ YES ☐ If yes, this employment information must be submitted in writing to the DOC requestor along with the Centralized Clearance Check Information Request Form.

Applicant Signature

Date

Witness Signature

Date

DO NOT SIGN BELOW IF YOU HAVE SIGNED ABOVE ALLOWING THE DEPARTMENT TO OBTAIN PERSONNEL/PERSONAL INFORMATION.

I, _____, having made application for a contract service with the Pennsylvania Department of Corrections (DOC), do not desire to sign the authorization stated above. I understand that the DOC may not hire an individual who will come in contact with inmates without conducting a background investigation compliant with the Prison Rape Elimination Act, and that declining to sign the above authorization will result in my being passed over for such employment.

Applicant Signature

Date

Witness Signature

Date