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Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Facility Construction Security Standards

To minimize the disruption of facility operations during construction or major renovation projects, well formulated plans, operational procedures and rules will be developed for both civilian construction workers and facility staff. The plans/procedures will introduce civilian workers, not experienced in correctional facility operations and security, to the appropriate procedures for handling potentially hazardous materials, control of caustics, toxics and flammable materials, maintaining control of tools, use and safety of equipment/machinery, as well as the control of vehicle/equipment keys within the correctional environment.

For the purpose of this procedure, the following terms will apply:

“Inmate” will apply to anyone under the authority, custody or care of a prison or community-based facility operated by or contracted with the Oklahoma Department of Corrections (ODOC).

“Facility” refers to facilities of all security levels.

“Facility Head” refers to wardens/administrators responsible for the housing and supervision of inmates.

I. General Security Procedures

Prior to the beginning of any construction or renovation project, a written operating agreement will be negotiated, agreed to by the parties, and signed by the construction project manager and the facility head. (4-4011) This operating agreement, at a minimum, will address the following areas of concern:

A. Tool Control

The introduction of tools by the contractor or ODOC construction crew will be managed and controlled on a daily basis. Rules will be established for tool control at the facility in accordance with [OP-040107](#) entitled "Tool Control Standards." At a minimum, tools must be physically inventoried and accounted for on a daily basis before construction crews are allowed to enter or leave the secure/defined perimeter of the facility. Relevant information will be included in the agreement, such as identification of the tools that are considered to be dangerous, how they will be used and monitored, and procedures to follow when a tool is misplaced or lost.

B. Key Control

All keys, to include vehicles, construction equipment or personal keys of construction employees brought into a facility will be strictly controlled and managed according to rules established and defined in [OP-040105](#) entitled "Key and Lock Control Standards" and in [OP-110215](#) entitled "Rules Concerning the Individual Conduct of Employees."

C. Chemical Control

All flammables, toxics and caustic substances brought into the facility or to the construction site will be stored and controlled in accordance with [OP-040108](#) entitled "Control and Use of Flammable, Toxic, and Caustic Substances." A list of chemicals will be provided to the facility head.

D. Contraband Issues

A section of the agreement will define what constitutes contraband. The agreement will also address personal and area searches, the consequences of possessing or introducing contraband into a facility, and how contraband introduction allegations and cases are processed in accordance with [OP-040109](#) entitled "Control of Contraband and Physical Evidence."

E. Environmental and Utility Issues

The scope of the project and management of facility utility and environmental concerns will be addressed with the contractor or construction manager as early in the process as possible. Facility staff will determine if the construction site requires isolation, if utilities will be affected and review dirt work to be done to determine if security visibility, utility outages and site drainage problems will adversely affect day-to-day operations of the facility. If issues arise, compromises will be reached and included in the written agreement.

F. Communication/Resolution of Issues

Communication between the contractor or construction crew supervisor and facility staff will take place on a daily basis and immediately in the event of any major concerns. Alternate contact employees will be identified in the written agreement.

The agreement will include language describing methods to reach resolution of issues between the parties.

II. Briefing Concerning Agreement Provisions

- A. Prior to services rendered, the facility head will ensure a briefing is provided to civilian staff including architects, engineers, supervisors, sub-contractors and their employees. The briefing will address the specific provisions of the written agreement. Other areas of discussion will include:
1. Appropriate/inappropriate conduct with inmates, to include review of [OP-030601](#) entitled "Oklahoma Prison Rape Elimination Act" (PREA);
 2. Detailed procedures that will be followed in accessing and exiting construction sites and facility grounds; and
 3. Any other relevant information or practices the facility head may deem necessary for the project.
- B. ODOC construction crews will receive training the facility head deems necessary to ensure all involved are aware of rules, practices and management of inmate workers.
- C. The facility head will ensure staff are briefed in the provisions of the written agreement, construction site safety and project scope to the extent it may disrupt normal facility operations (i.e., utility outages, etc.). Unauthorized inmate areas, particular rules for governing interaction with construction staff in day-to-day operations, and guidelines for complaints and rule violations will be also addressed.

III. Compliance Checklist

Facility staff will monitor compliance with the agreement by utilizing the "Construction/Renovation Compliance Checklist ([Attachment A](#), attached). This checklist may be modified by the facility/unit head to meet specific requirements of the project or physical plant needs. The facility head will designate staff to document compliance with the rules set forth in the agreement document. The checklist will be completed on a weekly basis or more often if deemed necessary by the facility head during the course of the project.

Construction staff will be advised that the construction site and construction workers will be inspected regularly to ensure strict compliance with the agreement.

A. Inspection Checklist

Monitoring compliance with the agreement will include at a minimum, the following items:

1. Unauthorized or inappropriate use of and storage of tools (i.e., ladders, wire cutters, etc.).
2. Construction vehicles, machinery, and equipment will be checked to ensure keys have been removed when not in use, fuel tanks are locked and that machinery has been disabled when not in immediate use.
3. Construction sites will be visited during normal workdays and after hours to ensure the site is secure, with locked gates if appropriate, and security concerns such as visibility issues, safety hazards, and environmental issues that could cause staff and inmate health problems are corrected or deterred quickly.
4. Construction staff will also be interviewed to determine knowledge of the written agreement.
5. Additionally, projects that utilize inmate labor also require daily personal searches and weekly living area searches of the assigned inmate work crews.

B. Review of Compliance Checklists

The facility head or designee will review the compliance inspection reports in a timely manner, and discuss any areas of concern with the construction project manager so that resolution can quickly occur.

IV. Criminal Records Checks

A criminal records check will be conducted on all external contractors and laborers, including architects, engineers, supervisors, sub-contractors and their employees prior to entry onto the facility grounds. (4-4061, 4-ACRS-7B-05)

V. Log In Requirements

All ODOC construction and maintenance, asbestos and correctional security consultant staff will be required to log in at central control upon entering and exiting the facility.

VI. Responsibility

The facility head is responsible for enforcing compliance with the written agreement and provisions of this procedure.

VII. References

Policy Statement No. P-150100 entitled "Physical Plant Standards and Long-Range Plant Development for Correctional Facilities"

OP-030601 entitled "Oklahoma Prison Rape Elimination Act" (PREA)

OP-040105 entitled "Key and Lock Control Standards"

OP-040107 entitled "Tool Control Standards"

OP-040108 entitled "Control and Use of Flammable, Toxic, and Caustic Substances"

OP-040109 entitled "Control of Contraband and Physical Evidence"

OP-110215 entitled "Rules Concerning the Individual Conduct of Employees"

VIII. Action

The affected regional director will be responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-150202 entitled "Facility Construction Security Standards" dated September 9, 2014

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Construction/Renovation Compliance Checklist"	Attached